QUEENSTOWN LAKES DISTRICT COUNCIL
REGISTER OF DELEGATIONS

QUEENSTOWN LAKES DISTRICT COUNCIL

LAST UPDATED OCTOBER 2026

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Terms of Reference for Committees

Note: matters not specified in these terms of reference must be considered by Full Council.

Name	Purpose	Constitution
Assets & Infrastructure Committee	To review strategy and policy for the Council's assets and infrastructure. To exercise Council's delegations in establishing traffic and parking requirements, restrictions and conditions, installing shelters on hardstands with connection into footpaths for the purposes of intending public transport and small passenger vehicle passengers including associated requisite parking changes across the district pursuant to the Traffic and Parking Bylaw 2018 made under the Land Transport Act 1998, the Local Government Act 2002, and the Local Government Act 1974 S339.	Councillors Bartlett (Chair), Tucker (Deputy), Belk, Brent, and Smith
Chief Executive Relationship & Recruitment Committee	The purpose of the Committee is to enable the Council to meet its good employer obligations to its Chief Executive. These obligations, as well as those of the Chief Executive, are set out in the Local Government Act 2002, in employment law generally and in the Chief Executive's employment agreement. To effectively manage the CE recruitment process to maintain appropriate privacy, confidentiality, and applicant confidence in the process. Whilst ensuring that the full Council determines the agreed objectives for the recruitment and is able to make an informed choice on the appointment. To establish, monitor, review and report back to the Council on the Chief Executive's Performance Objectives and Performance Review.	Mayor Glover (Chair), Councillors Smith (Deputy), Bartlett, Belk, Brent, Copland, Gladding, King, Mitchell, Tucker, White and Wong
Community & Environment Committee	To review and provide oversight of strategies and policies that support the development of resilient, safe, and successful communities, including those developed and adopted by QLDC, as well as strategies and policies developed in partnership with others and endorsed by Council.	Councillors Wong (Chair), Bartlett (Deputy), Mitchell, Tucker, and White

Organisational Excellence Committee	The purpose of the Organisational Excellence Committee is to support the QLDC activities outlined in this TOR, at a governance level, to strive towards continuous improvement. The Committee supports the Council's goal of operating as a transparent, trusted, and customer-focused organisation that engages effectively with its community and delivers services efficiently and responsibly.	Councillors White (Chair), King (Deputy), Gladding, Mitchell, and Wong
Risk & Assurance Committee	The objectives of the Risk & Assurance Committee are to assist the Council to discharge its responsibilities for: > the robustness of the internal control framework and audit management practices; > the integrity and appropriateness of internal and external reporting and accountability arrangements, including financial; > the robustness of risk management systems, processes and practices > compliance with applicable laws, and regulations; > standards and best practice guidelines; and > the establishment and maintenance of controls to safeguard the Council's financial and non-financial assets, including insurance.	Councillors Gladding (Chair), Brent (Deputy), Belk, plus three independent appointed members (to be appointed)
Smart Finance Committee	The objectives of the Smart Finance Committee are: > to monitor the Council's current financial strategy, and financial performance against the Long Term Plan and Annual Plan; and > to determine financial matters within its delegations and Terms of Reference and make recommendations to Council on financial matters outside its authority.	Councillors Copland (Chair), Belk (Deputy), Gladding, King, Wong and one independent appointed member (to be appointed)
Smart Growth Committee	To recommend strategies, plans and policies that advance the Council's vision and goals for the district and ensure integrated and sustainable management of the natural and physical resources of the district in accordance with the Resource Management Act 1991. To guide the resolution of appeals and mediations under the Resource Management Act 1991. To oversee Councils role in delivery of the Tourism Destination Management plan and the Economic Diversification plan.	Councillors Tucker (Chair), Mitchell (Deputy), Copland, Smith, and White

Name	Purpose	Constitution
Dog Control Subcommittee	To hear appeals lodged under the Dog Control Act 1996.	All Councillors of which any three may form a hearings panel
Event Funding Panel	To determine allocations under Events Strategy funding framework, with amounts greater than $30,000 recommended to Council.	Yet to be appointed
Otago Civil Defence Emergency Management Group Joint Committee	To ensure regional liaison on Civil Defence matters.	Councillor Mitchell
District Licensing Committee	To decide applications for: > new on-licences, off-licences, club and special licences > renewals of on-licences, off-licences and club licences > new and renewed managers' certificates > variations of licence conditions > enforcement action for special licences	Lyal Cocks (Commissioner and Member) Christopher Cooney (Commissioner and Member) Ian Cooney (Commissioner and Member) Neil Gillespie (Commissioner and Member) John Mann (Commissioner and Member) Brett Pay (Commissioner and Member) All were appointed 28 October 2021 until 31 July 2026.
Otago Regional Transport Committee	Ensure regional integration of land transport activities throughout the region.	Councillor Smith
Otago Central Lakes Regional Deal Negotiation Committee		Councillor Smith

Wānaka-Upper Clutha Community Board
Terms of Reference

Membership

The Wānaka-Upper Clutha Community Board shall have 4 elected members; Kathy Dedo, Chris Hadfield, Simon Telfer and John Wellington, and three appointed members; Councillors Quentin Smith, Nicola King and Cody Tucker.

Quorum

The quorum for every meeting shall be four members.

Chair

The Chair of the Wānaka-Upper Clutha Community Board is Simon Telfer, and the Deputy Chair is Kathy Dedo.

Frequency of Meetings

The Wānaka-Upper Clutha Community Board will meet every six weeks.

Parent Body

The Wānaka-Upper Clutha Community Board reports to the Queenstown Lakes District Council.

Objectives of the Wānaka Community Board

To carry out its role as set out in in Section 52 of the Local Government Act 2002 to give effect to the purpose of local government in Section 10 of the Local Government Act 2002.

Terms of Reference:

Responsibilities and Key Projects

- Represent and act as an advocate for, the interests of its community.
- Consider and report on all matters referred to it by the Council, or any matters of interest or concern to the Wānaka-Upper Clutha Community Board.
- Maintain an overview of services provided by the Council within the community.
- Prepare an annual submission to the Council for expenditure within the community.
- Communicate with community organisations and special interest groups within the community.
- Encourage and integrated strategic approach to long term issues and opportunities to inform board decision-making and key Council processes and documents.
- Undertake any other responsibilities that are delegated to it by the Council.

Delegated Authority

The Wānaka-Upper Clutha Community Board will have authority to carry out activities within its Terms of Reference (excluding all powers reserved to the Council by law, or by resolution of the Council).

Power to Act

The Wānaka-Upper Clutha Community Board will:

- Prepare submissions to the draft Ten Year Plan or Annual Plan relating to the Wānaka-Upper Clutha Ward (including the prioritisation of proposals from community groups);
- Lodge and present submissions to external bodies on policies and legislation relevant to the Board's Terms of Reference; and
- Make decisions, subject to such general policies as are determined by the Council and having regard to the duties and powers set out in these Terms of Reference, on the following Council activities within the Wānaka-Upper Clutha Ward:
  - parking;
  - cemetery;
  - Council owned buildings and property;
  - footpaths, walkways, shared pathways, and tracks;
  - roads;
  - temporary road closures for non-arterial roads, over 4 hours duration in the Wānaka-Upper Clutha Ward;
  - legislation relating to:
    - street names, parades, collections, and special issues; and
    - waterways and waterfront special cases and concessions except for formal regulatory functions.
  - public toilets;
  - recreation and reserve areas;
  - sports fields;
  - swimming pool;
  - public information signage;
  - street lighting;
  - trees on Council owned land;
  - elderly persons housing; and
  - other items not specified above that fall within the same general local interest category of Council activities within the Wānaka-Upper Clutha Ward.

Power to Recommend

The Wānaka-Upper Clutha Community Board will recommend:

- rates and charges to be levied in the Wānaka-Upper Clutha Ward (in particular, those related to water, sewerage, roading, tourism promotion and parking);
- other revenues to be collected in the Wānaka-Upper Clutha Ward which relate to the areas listed above;
- any bylaws required for the safety or good governance of the Wānaka-Upper Clutha Ward;
- the use of borrowing to fund works or facilities in the Wānaka-Upper Clutha Ward;

- any decision involving the use of the Public Works Act 1991 within the Wānaka-Upper Clutha Ward;
- setting policy on the leasing or licensing of use of Council property; and
- the development of the district plan, long term financial strategy, funding policy, treasury policy and borrowing policies.

Delegation Limitations

These delegations MUST BE read subject to the following qualifications. The Wānaka-Upper Clutha Community Board's jurisdiction and authority will be limited in regard to the following decisions:

- Any decision delegated to an officer or contractor under Council delegations including sub-delegations to an officer or contractor from the Chief Executive;
- Any services or facilities funded by any rate, charge or other revenue collected on a district wide basis;
- Any contract entered in by the Council for the good of the district as a whole;
- Any work, service, facility or payment that is not funded fully from revenue raised in the Ward;
- The power to employ staff;
- Any decision where the Council records concerns about the authority of the Wānaka-Upper Clutha Community Board to make that decision;
- Any decisions involving the development of the Proposed District Plan which shall be in the hands of the Planning & Strategy Committee;
- Financial contributions set in the District Plan or Long-Term Plan or imposed in any resource consent application; and
- Any decision that is contrary to policy set by the Council. Where the Wānaka-Upper Clutha Community Board considers that a policy is wrong or requires amendment to provide for circumstances which are not catered for, the Board will submit a proposal for amendment to the policy to the Council.

Wānaka-Upper Clutha Community Board Delegation Schedule

This schedule is designed to clarify decision making power by subject matter. If there is any inconsistency between this schedule and the Terms of Reference and Delegations, the Terms of Reference and Delegations will prevail.

Ticks appear in each column where approval is required before the final decision is reached. The final decision is made by the body with the last tick (reading left to right along each row)

	Decision by:2			
	Officer	WUCCB	Committee	Council
Artwork				
> locations		✓		
Buildings and Property				
> sale and purchase		✓	✓	✓
> service and operation		✓		✓
> maintenance	✓			
Bylaws		✓	✓	✓
Council Policy		✓	✓	✓
Cemetery Plan				
> development and approval		✓		

> implementation	✓			
District Plan				
> development and approval		✓	✓	✓
> implementation	✓			
Elderly Persons Housing				
> policy		✓	✓	✓
> design		✓		
> location		✓	✓	✓
> purchase and sale				✓
> maintenance	✓	✓		
Footpaths and Walkways				
> locations/priorities		✓		
> specification / LoS		✓		✓
> maintenance	✓			
> tracks trust		✓		
Infrastructure				
Capital				
> scoping		✓		
> funding		✓	✓	✓
> planning		✓	✓	✓
Operational				
> location		✓		✓
> specifications/LoS		✓		✓
> maintenance	✓			
> design and build	✓			
Land Vesting as Reserve		✓		✓
Lagarosiphon Control				
> management plan		✓		
> implementation	✓			
Ten Year Plan				
> preparation		✓	✓	✓

	Decision by:2			
	Officer	WUCCB	Committee	Council
> adoption				✓
> implementation	✓			
Memorials				
> design		✓		
> location		✓		
Operational Matters				
> emergency works	✓			
Parking				
> strategic planning		✓		✓
> time restrictions		✓		
> no stopping areas		✓		
> location of areas		✓		
> enforcement	✓			
> implement payment		✓		
> fund payment option		✓		✓
Public Information Signage				
> location		✓		
> specification				✓
> installation	✓			
Public Toilets				
> locations		✓		
> specification/LoS		✓		✓
> maintenance and cleaning	✓			
Reserve and Recreation Areas				
> management plans		✓		✓
> locations		✓		✓
> specification / LoS		✓		✓
> LoS trade-offs		✓		
> maintenance	✓			
> conditions of hire	✓			
> concessions	✓•			

	Decision by:2			
	Officer	WUCCB	Committee	Council
> decision to notify long term land leases (lease period greater than 5 years)		✓		
> lease renewal where Council has discretion	✓•			
> granting of subleases		✓		
> table and chair licenses	✓•			
> decision to notify the intention to grant any approvals for events in excess of 6 days	✓•			
> decision to notify right of way (ROW) easement		✓		
> Affected Party Approval for permanent private development	✓•			
Rivers and Lakes				
> speed limits		✓		✓
> enforcement	✓			
> concessions		✓		
> charges		✓		
> navigation aids	✓			
> structure design and location		✓		
> commercial activity permit for activity from a jetty		✓		
Roads				
Capital				
> strategic planning		✓		✓
> funding		✓	✓	✓
> new seals		✓		
> re-seals	✓			
Operational				
> policy		✓		✓
> LoS trade-offs		✓		
> maintenance	✓			
> naming	✓			
> naming that does not comply with Road Naming Policy		✓		
> stopping		✓		✓
> temporary closure pursuant to policy		✓•		

	Decision by:2			
	Officer	WUCCB	Committee	Council
Minor safety works				
> implement projects	✓			
> change priority of projects		✓		
> approve new projects		✓		
Service Delivery				
> specification / LoS		✓		✓
> delivery	✓			
> monitoring		✓		
Staff issues				
> employment	✓			
> performance	✓			
> dismissal	✓			
Street furniture and paving				
> policy and palette		✓		✓
> location		✓		
> purchase	✓			
> installation/removal	✓			
Street lighting				
> policy		✓	✓	✓
> location		✓		
> style		✓		
> purchase	✓			
> installation/removal	✓			
> under-grounding priorities		✓		
Swimming Pool				
> location		✓		
> design		✓		
> operation	✓			
> funding		✓	✓	✓
Trees on Council Land				
> appeals to applications under the Tree Policy in the ward		✓		

	Decision by:2			
	Officer	WUCCB	Committee	Council
> location		✓		
> species		✓		
> planting	✓			

• Delegation to be exercised by officers following prior consultation with the Community Board Chairperson, or other nominated representative(s) of the Community Board where practicable
♦ For temporary road closures over 4 hours. Under 4 hours – CEO

Asset & Infrastructure Committee
Terms of Reference

Membership

The Asset & Infrastructure Committee will have five appointed members being Councillor Bartlett, Councillor Belk, Councillor Brent, Councillor Smith, and Councillor Tucker.
Under LGA section 41A(5) the Mayor is a member of each committee of a territorial authority.

Quorum

The quorum for every meeting shall be three members.

Chair

Councillor Bartlett will be the Chair and Councillor Tucker will be Deputy.

Frequency of Meetings

The Asset & Infrastructure Committee will meet on a quarterly basis.

Parent Body

The Asset & Infrastructure Committee reports to the Queenstown Lakes District Council.

Objectives of the Committee

To review strategy and policy for the Council's assets and infrastructure.

To exercise Council's delegations in establishing traffic and parking requirements, restrictions and conditions, installing shelters on hardstands with connection into footpaths for the purposes of intending public transport and small passenger vehicle passengers including associated requisite parking changes across the district pursuant to the Traffic and Parking Bylaw 2018 made under the Land Transport Act 1998, the Local Government Act 2002, and the Local Government Act 1974 S339.

In fulfilling their role on the Asset & Infrastructure Committee, members shall be impartial and independent at all times.

Terms of Reference:

Activity Areas

- Water, wastewater and storm water;
- Road network;
- Solid waste;

- Transportation planning;
- Public transport infrastructure;
- Active transport;
- Road safety;
- Traffic and Parking;
- Infrastructure planning;
- Regional transport committee activities;
- Energy;
- Leasing and licensing of property and assets; and
- Property and land holdings.

Responsibilities and Key Projects

- Delivery of Annual Work Programme;
- Overseeing provision of capital and maintenance programmes to deliver effective:
  - water, wastewater and storm water networks (including collection, treatment, reticulation and disposal); and
  - road network (including streets, bridges, footpaths, landscaping and ancillary services and facilities, areas of public amenity and street lighting).
- Overseeing provision of solid waste services (including kerbside solid waste and recycling collection services, landfills and transfer stations);
- Overseeing provision of transportation planning, public transport infrastructure, active travel, traffic and parking strategies and plans, and road safety;
- Oversee development and maintenance of policy for the effective use of Council land and property assets through leasing and licensing;
- Oversee strategic asset management and reporting; and
- Development and maintenance of policy for the effective management of the built form of streets in the CBD (Queenstown, Wānaka, Arrowtown and Frankton) including signs, furniture, areas of public amenity and street names.

Delegated Authority

The Asset & Infrastructure Committee will have delegated authority to carry out activities within its terms of reference and the activity areas listed above (excluding all powers reserved to the Council by law, or by resolution of the Council).

Power to Act

The Asset & Infrastructure Committee will:

- Approve the adoption of strategies, polices and plans that relate to any activity area listed above where authorised by the Council;
- Maintain the Council strategic relationships with NZ Transport Agency;
- Lodge and present submissions to external bodies on policies and legislation relevant to the Infrastructure Committee’s Terms of Reference and any activity area listed above. (Note: Where timing constraints apply, the Chairperson (or in their absence, the Deputy Chairperson) has the authority to lodge submissions and seek retrospective approval);
- Approve the review of bylaws under the Infrastructure Committee's jurisdiction and consider submissions; and
- Initiate commencement of a consultation process, excluding initiating the special consultative procedure under the Local Government Act 2002 related to any activity area listed above;
- Approve all restrictions relating to vehicles and road use under the Traffic and Parking Bylaw 2025; and

- Approve all restrictions, requirements and conditions* relating to parking under the Traffic and Parking Bylaw 2025.
- Approve all installations on the footpath of any road a shelter for use by intending public transport passengers or small passenger service vehicle passengers under the Local Government Act 1974 (S339), including associated requisite parking changes.

**Restrictions, requirements and conditions on traffic and parking in the Wānaka-Upper Clutha Ward shall be decided and/or approved by the Wānaka-Upper Clutha Community Board. To avoid doubt, the highlighted power to act does not apply to sites in the Wānaka-Upper Clutha Ward.*

Power to Recommend

The Asset & Infrastructure Committee will:

- Recommend the adoptions of strategies, policies and plans that relate to any activity area listed above where the final decision must be made by the Council;
- Consider any proposal where public consultation is (or may be) required (including the use of the special consultative procedure) related to any activity area listed above, and to make recommendations to the Council as appropriate;
- Recommend adoption of any new or amended bylaw related to any activity area listed above; and
- Review draft Infrastructure Strategy and recommend it for approval by the Council as part of the Long Term Plan.

Delegation Limitations

The Asset & Infrastructure Committee may not delegate any of its responsibilities, duties or powers and its powers exclude powers that cannot be delegated to committees under the Local Government Act 2002.

Operational matters, including staff management, service delivery, and implementation of Council policies and decisions, are the responsibility of the Chief Executive and delegated officers. The Committee's role is to provide strategic oversight, set policy direction, and monitor performance in accordance with its terms of reference. Any concerns regarding operational matters must be raised through appropriate governance channels and not pursued directly with operational staff.

Procedure

The Chairperson will report back to the Council with recommendations of the Asset & Infrastructure Committee at the next Council meeting, via the Chief Executive's report or similar, following each committee meeting.

Chief Executive Relationship & Recruitment Committee Terms of Reference

Membership
The Chief Executive Relationship & Recruitment Committee will be the full council. The Mayor may direct membership, as required.

Quorum
The quorum for every meeting shall be six members.

Chair
The Chair of the Chief Executive Relationship & Recruitment Committee is the Mayor.

Frequency of Meetings
The Chief Executive Relationship & Recruitment Committee will meet annually and as required.

Parent Body
The Chief Executive Relationship & Recruitment Committee reports to the Queenstown Lakes District Council (QLDC).

Objectives of the Committee
- The purpose of the Committee is to enable the Council to meet its good employer obligations to its Chief Executive. These obligations, as well as those of the Chief Executive, are set out in the Local Government Act 2002, in employment law generally and in the Chief Executive's employment agreement.
- To effectively manage the CE recruitment process to maintain appropriate privacy, confidentiality, and applicant confidence in the process. Whilst ensuring that the full Council determines the agreed objectives for the recruitment and is able to make an informed choice on the appointment.
- To establish, monitor, review and report back to the Council on the Chief Executive's Performance Objectives and Performance Review.

In fulfilling their role on the Chief Executive Relationship & Recruitment Committee, members shall be impartial and independent at all times.

Terms of Reference:

Recruitment Responsibilities

- Appoints the external recruitment agency.
- Engage with the external recruitment agency (Adviser) and any additional advisers on matters relating to the Chief Executive recruitment.
- Develop and recommend to the Council the position description, skills and competencies requirements, draft contract on advice from the Adviser, to give effect to Council's agreed objectives for the Chief Executive role.
- Approve, on advice from the Adviser, the advertising and the selection processes.
- Review the Adviser's longlist and agree next steps.
- Agree a shortlist of candidates to be interviewed.
- Interview shortlisted candidates.
- Review robust pre-employment vetting due diligence, this includes psychometric assessments.
- Recommend to Council steps to complete the appointment process of the Chief Executive, (noting that a decision on appointment must by law be made by the Council).
- Approve negotiated terms.

Performance Review Responsibilities

- Appoints a third-party advisor to assist with CE performance and remuneration.
- Engage with third party (Adviser) and any additional advisers on matters relating to the Chief Executive performance and remuneration.
- Recommending to the Council the performance agreement between the local authority and the Chief Executive and key performance indicators in a performance agreement.
- Working with the Chief Executive on the implementation of the performance agreement.
- Conducting any performance reviews required by the Chief Executive's performance agreement.
- Making recommendations to Council, regarding the remuneration of the Chief Executive.
- Conducting any statutory performance reviews under clauses 34 and 35 of Schedule 7 of the Local Government Act 2002.
- Fulfilling the local authority's contractual obligations to the Chief Executive.
- Disciplinary or performance issues that may need to be addressed/investigated relating to the Chief Executive.

Delegated Authority

- The committee may by Council resolution agree to establish one of more subcommittees to undertake any parts of its duties on the same terms and conditions as the whole committee, provided that:
    - The mayor will chair each subcommittee
    - The minimum number of members on the subcommittee shall be three
    - The committee can make a recommendation to the full Council to determine the role and tenure of the subcommittee.

- The Chief Executive Relationship & Recruitment Committee will have delegated authority to carry out activities within its terms of reference and the activity areas listed above (excluding all powers reserved to the Council by law, or by resolution of the Council).
- Director, People & Capability (DPC) will provide administrative functions to support the Committee.

Public Excluded

- Due to the privacy interests that arise in the exercise of the terms of reference, attendance at any meetings of the Chief Executive Relationship & Recruitment Committee is restricted to members of this Committee and the public will be excluded under section 7(2)(a), [protecting the privacy of natural persons] of the Local Government Official Information and Meetings Act 1987.

Delegation Limitations

- The Chief Executive Relationship and Recruitment Committee may delegate any of its responsibilities, duties, or powers to a subcommittee as set out in these Terms of Reference. The powers of the Committee exclude powers that cannot be delegated to committees under the Local Government Act 2002.

Procedure

The Chairperson will report back to the Council with recommendations of the Chief Executive Relationship & Recruitment Committee at the next Council meeting following each committee meeting.

Community & Environment Committee
Terms of Reference

Membership

The Community & Environment Committee will have five appointed members being Councillor Bartlett, Councillor Mitchell, Councillor Tucker, Councillor White, and Councillor Wong.
Under LGA section 41A(5) the Mayor is a member of each committee of a territorial authority.

Quorum

The quorum for every meeting shall be three members.

Chair

Councillor Wong will be the Chair and Councillor Bartlett will be Deputy.

Frequency of Meetings

The Community & Environment Committee will meet every six weeks.

Parent Body

The Community & Environment Committee reports to the Queenstown Lakes District Council.

Objectives of the Committee

To review and provide oversight of strategies and policies that support the development of resilient, safe, and successful communities, including those developed and adopted by QLDC, as well as strategies and policies developed in partnership with others and endorsed by Council.

In fulfilling their role on the Community & Environment Committee, members shall be impartial and independent at all times.

Terms of Reference:

Activity Areas

- Events facilitation, support and delivery (including events funding);
- Community, Cultural and Recreational facilities/venues;
- Community Partnerships;
- Community grants;
- Heritage;
- Forests and Forestry
- Tracks, trails, cycle ways, walkways and bridleways;
- Foreshores, lake edges and esplanades;

- Planning reserves (including reserve management planning);
- Social infrastructure planning;
- Aquatics facilities including Learn to Swim;
- Cemeteries;
- Public toilets; and
- Libraries.

Responsibilities and Key Projects

- Delivery of Annual Work Programme.
- Overseeing provision of capital and maintenance programmes to deliver effective:
  - development and presentation of parks and reserves;
  - Social infrastructure planning, including the planning of new facilities included in the Council's Annual Plan/Long Term Plan;
  - development and maintenance of services and facilities that contribute to community, cultural, environmental,social and physical wellbeing (including libraries, cemeteries, public toilets, gardens and parks, trails, cycle ways, walkways and bridleways, public art, community, cultural, sporting and recreational facilities); and
  - development and maintenance of foreshores, lake edges, esplanades (including marinas, jetties and navigation aids).
- Facilitating community wellbeing programmes and activities between the Council and communities that make up the district.
- Oversee preparation of reserve management plans and other strategies/management plans and policies for Council's community facilities and services (including master plans and policies, relating to arts and culture, sport and recreation (including aquatic centres/pools and stadia), Open space, areas including Parks , the eradication of pests/wilding conifers, heritage features and buildings, and Cemeteries).
- Consider appeals relating to applications for removal of trees on Council property (in accordance with the District Plan and allocated resources) under the QLDC Tree Policy.

Delegated Authority

The Community & Environment Committee will have delegated authority to carry out activities within its terms of reference and the activity areas listed above (excluding all powers reserved to the Council by law, or by resolution of the Council).

Power to Act

The Community & Environment Committee will:

- Approve the adoption of strategies, polices and plans that relate to any activity area listed above where authorised by the Council;
- Lodge and present submissions to external bodies on policies and legislation relevant to the Community & Environment Committee's Terms of Reference and any activity area listed above (Note: Where timing constraints apply, the Chairperson (or in their absence, the Deputy Chairperson) has the authority to lodge submissions and seek retrospective approval);
- Approve the review of bylaws under the Community & Environment Committee's jurisdiction and consider submissions;
- Initiate commencement of a consultation process, excluding initiating the special consultative procedure under the Local Government Act 2002 related to any activity area listed above; and
- Hear and determine Gambling Venue applications.
- Hear and determine tree removal application appeals.

Power to Recommend

The Community & Environment Committee will:

- Recommend the adoptions of strategies, policies and plans that relate to any activity area listed above where the final decision must be made by the Council;
- Consider any proposal where public consultation is (or may be) required (including the use of the special consultative procedure) related to any activity area listed above, and to make recommendations to the Council as appropriate;
- Recommend adoption of any new or amended bylaw related to any activity area listed above; and
- Recommend any Reserve Management Plan for adoption by the Council under the Reserves Act 1977.

Delegation Limitations

The Community & Environment Committee may not delegate any of its responsibilities, duties or powers and its powers exclude powers that cannot be delegated to committees under the Local Government Act 2002.

Operational matters, including staff management, service delivery, and implementation of Council policies and decisions, are the responsibility of the Chief Executive and delegated officers. The Committee's role is to provide strategic oversight, set policy direction, and monitor performance in accordance with its terms of reference. Any concerns regarding operational matters must be raised through appropriate governance channels and not pursued directly with operational staff.

Procedure

The Chairperson will report back to the Council with recommendations of the Community & Environment Committee at the next Council meeting, via the Chief Executive's report or similar, following each committee meeting.

Organisational Excellence Committee
Terms of Reference

Membership

The Organisational Excellence Committee will have five appointed members being Councillor Gladding, Councillor King, Councillor Mitchell, Councillor White, and Councillor Wong.

Under LGA section 41A(5) the Mayor is a member of each committee of a territorial authority.

Quorum

The quorum for every meeting shall be three members.

Chair

Councillor White will be the Chair and Councillor King will be the Deputy.

Frequency of Meetings

The Organisational Excellence Committee will meet on a quarterly basis.

Parent Body

The Organisational Excellence Committee reports to the Queenstown Lakes District Council.

Objectives of the Committee

The purpose of the Organisational Excellence Committee is to support the QLDC activities outlined in this TOR, at a governance level, to strive towards continuous improvement.

The Committee supports the Council's goal of operating as a transparent, trusted, and customer-focused organisation that engages effectively with its community and delivers services efficiently and responsibly.

Terms of Reference:

Activity Areas

- Treaty partnership and compliance with LGA s81;
- Regulatory services (including Waterways) ;
- Customer services, experience and journey;
- Communications and engagement;
- Health, Safety and Wellbeing and People and Capability;
- Democracy Services (including privacy);

- Operational efficiency;
- Technology including Artificial Intelligence; and
- Civil Defence Emergency Management (CDEM)

Responsibilities and Key Projects

- Consideration of a schedule of all special consultation undertaken by QLDC, all significant engagement projects and closed loop reporting on the level of engagement.
- Consideration of customer experience levels of services
- Receive and consider a debriefing paper in relation to any QLDC declared emergency
- Hold oversight of QLDC's preparedness in the Emergency Management space, including an annual briefing from ORC.
- Consideration of QLDC's Technology Roadmap including AI updates.
- Consider a People and Capability health-check (including Health and Safety KPIs)
- Consideration of Organisational Performance through process improvement and project delivery reporting.
- Consideration of operational programmes and levels of service to deliver effective regulatory services; and
- To receive reports from agencies that relate to Council's compliance with legislation with the areas of activity, e.g. Office of the Ombudsman.

Delegated Authority

The Organisational Excellence Committee will have delegated authority to carry out activities within its terms of reference.

Power to Act

The Organisational Excellence Committee will:

- Approve the initiation of the review of regulatory bylaws under the Organisational Excellence Committee's jurisdiction (noting that any hearing panel recommendations be made to full Council.; and
- Agree to make recommendations to Full Council in relation to the Organisational Excellence Committees activity areas.

Power to Recommend

The Organisational Excellence Committee will:

- Recommend review of any new or amended bylaw related to any activity area listed above.
- Recommend that any matter reported to the OEC be further reported to Full Council for consideration
- Make recommendations under the Policy on the Appointment and Remuneration of Directors

Delegation Limitations

The Organisational Excellence Committee may not delegate any of its responsibilities, duties or powers and its powers exclude powers that cannot be delegated to committees under the Local Government Act 2002 Schedule 7 clause 32.

Operational matters, including staff management, service delivery, and implementation of Council policies and decisions, are the responsibility of the Chief Executive and delegated officers. The Committee's role is to provide strategic oversight, set policy direction, and monitor performance in accordance with its terms of reference. Any concerns regarding operational matters must be raised through appropriate governance channels and not pursued directly with

operational staff.

Procedure

The Chairperson will report all decisions and recommendations of the Organisational Excellence Committee to the next Council meeting, via the Chief Executive's report or similar, following each committee meeting.

Risk & Assurance Committee
Terms of Reference

Membership

The Risk & Assurance Committee will have six appointed members, Councillor Belk, Councillor Brent, Councillor Gladding, and three (3) independent appointed members.

Under LGA section 41A(5) the Mayor is a member of each committee of a territorial authority.

Quorum

The quorum for every meeting shall be three members, of which at least two must be elected members.

Chair

Councillor Gladding will be the Chair and Councillor Brent will be the Deputy.

Frequency of Meetings

The Risk & Assurance Committee will meet on a quarterly basis, or as required by the Chair of the committee or the Mayor.

Attendance by the Chief Executive and General Manager Assurance, Finance & Risk is required at each meeting, unless in unavoidable circumstances.

Parent Body

The Risk & Assurance Committee reports to the Queenstown Lakes District Council.

Objectives of the Committee

The objectives of the Risk & Assurance Committee are to assist the Council to discharge its responsibilities for:

- the robustness of the internal control framework and audit management practices;
- the integrity and appropriateness of internal and external reporting and accountability arrangements, including financial;
- the robustness of risk management systems, processes and practices
- compliance with applicable laws, and regulations;
- standards and best practice guidelines; and
- the establishment and maintenance of controls to safeguard the Council's financial and non-financial assets, including insurance.

In fulfilling their role on the Risk & Assurance Committee, members shall be impartial and independent at all times.

Terms of Reference:

Activity Areas

- Risk Management (including Group Risk);

- Compliance oversight;
- Oversight of internal control frameworks (including protected disclosures);
- Statutory reporting, including Council's annual report;
- Insurance;
- Internal audit;
- External audit;
- Oversight of reviews and investigations, and protected disclosures.

Responsibilities and Key Projects

- Delivery of Annual Work Programme.

Delegated Authority

The Risk & Assurance Committee will have delegated authority to carry out activities within its terms of reference and the activity areas listed above (excluding all powers reserved to the Council by law, or by resolution of the Council).

Power to Act

The Risk & Assurance Committee will:

Risk Management

- Review and monitor Council's risk management framework, register, and associated procedures for including their effectiveness to identify and manage the Council's financial and business risks, including fraud;
- Review and advise on the approach in developing risk treatment plans (including relevant insurance) for major projects, undertakings and other high or very high risks;
- At least six-monthly, undertake in-depth assessment of the effectiveness of the implementation of the risk management framework and/or specific plans;
- Assist the Council's to determine its appetite for risk;
- Review and advise on emerging risk and mitigation strategies; and
- Ensure the integration of risk management into strategic planning practice.

Compliance with Legislation and Council's Policies

- Review the effectiveness of the system for monitoring the Council's compliance with laws (including governance legislation, regulations and associated government policies), best practice, and Council's policies;
- Review and advise on Council's approach to legal and regulatory obligations; and
- Ensure Council upholds ethical standards, practice and probity.

Internal Control Framework

- Review and assess management's approach to maintaining an effective internal control framework, and the effectiveness and adequacy of these controls;

- Review and advise on management steps to embed a culture that is committed to ethical and lawful behaviour;
- Review and advise on matters relating to privacy and cyber security;
- Review and advise on whether management has in place relevant policies and procedures and how these are reviewed and monitored;
- Review and consider the organisational approach to and compliance with relevant Health, Safety and Wellbeing policies and legislation;
- Review whether there are appropriate processes or systems in place to capture and effectively investigate bribery and/or fraud; and
- Seek confirmation annually and as necessary form internal and external auditors, attending Councillors, and management, regarding the completeness, quality and appropriateness of financial and operational information that is provided to Council.

External Reporting and Accountability

- Assess the appropriateness of the Council's existing accounting policies and principles and any proposed changes;
- Satisfy itself that the financial statements and reporting are transparent and accurate, and supported by appropriate management signoff on the statements and adequate internal controls, including reporting from council-controlled organisations; and
- Confirm that processes are in place to ensure that financial information included in the Council's annual report is consistent with the signed financial statements.

External Audit

- Make recommendations to the Council on the appointment of auditors, and audit fees; and
- Receive the external audit report(s) and review action to be taken by management on, and provide advice to the Council in relation to, significant issues and audit recommendations raised in the reports.

Internal Audit

- Recommend annually (in line with Long Term and Annual Plan processes) a 3-year Internal Audit Programme to Council
- Receive the internal audit report(s) and review action to be taken by management on, and provide advice to the Council in relation to, significant issues and audit recommendations raised in the reports.
- Receive progress update on all audit actions (external and internal)

Insurance

- Review and assess the level of insurance on an annual basis to ensure that it is appropriate and implement any changes.

Miscellaneous

- Lodge and present submissions to external bodies on policies and legislation relevant to the Committee's Terms of Reference and any activity area listed above (Note: Where timing constraints apply, the Chairperson (or in their absence, the Deputy Chairperson) has the authority to lodge submissions and seek retrospective approval);
- Approve the review of bylaws under the Risk & Assurance Committee's jurisdiction and consider submissions.

Power to Recommend

The Risk & Assurance Committee will:

External Reporting and Accountability

- Review the Council's financial statements and provide advice to the Council (including whether appropriate action has been taken in response to the audit recommendations and adjustments) and recommend their signing; and
- Report to the Council on the effectiveness of the Council's external accountability reporting (including non-financial performance).

External Audit

- Make recommendations to the Council on the appointment of auditors, and audit fees; and
- Receive the external audit report(s) and review action to be taken by management on, and provide advice to the Council in relation to, significant issues and audit recommendations raised in the reports.

Internal Audit

- Recommend annually (in line with Long Term and Annual Plan processes) a 3-year Internal Audit Programme to Council;
- Receive the internal audit report(s) and review action to be taken by management on, and provide advice to the Council in relation to, significant issues and audit recommendations raised in the reports; and
- Receive progress update on all audit actions (external and internal).

Delegation Limitations

The Risk & Assurance Committee may not delegate any of its responsibilities, duties or powers and its powers exclude powers that cannot be delegated to committees under the Local Government Act 2002.

Operational matters, including staff management, service delivery, and implementation of Council policies and decisions, are the responsibility of the Chief Executive and delegated officers. The Committee's role is to provide strategic oversight, set policy direction, and monitor performance in accordance with its terms of reference. Any concerns regarding operational matters must be raised through appropriate governance channels and not pursued directly with operational staff.

Procedure

- The Chairperson will report back to the Council with recommendations of the Risk & Assurance Committee at the next Council meeting, via the Chief Executive's report or similar.
- The Chairperson will present to the Council annually with an update on performance against its annual work programme and Terms of Reference, and on its work programme for the following 12 months period. This will include an overview of mayoral expenses approved by the Chair and (as a receiver of external provider report) on any Protected Disclosures (Protection of Whistleblowers) Policy concerns.
- The Committee could meet the internal and external auditors without Management present at each meeting
- The Committee may request 'deep dives' into matters within scope of these Terms of Reference as appropriate. These requests would need to be added to its adjusted Annual Work Programme and be within budgeted resourcing.

Smart Finance Committee
Terms of Reference

Membership

The Smart Finance Committee will have six appointed members, being Councillor Belk, Councillor Copland, Councillor Gladding, Councillor King, Councillor Wong, and one independent appointed member.

Under LGA section 41A(5) the Mayor is a member of each committee of a territorial authority.

Quorum

The quorum for every meeting shall be three members.

Chair

Councillor Copland will be the Chair and Councillor Belk will be the Deputy.

Frequency of Meetings

The Smart Finance Committee will meet on a quarterly basis or as required by the Chair and Deputy Chair of the committee.

Parent Body

The Smart Finance Committee reports to the Queenstown Lakes District Council.

Objectives of the Committee

The objectives of the Smart Finance Committee are:

- to monitor the Council's current financial strategy, and financial performance against the Long Term Plan and Annual Plan; and
- to determine financial matters within its delegations and Terms of Reference and make recommendations to Council on financial matters outside its authority.

In fulfilling their role on the Smart Finance Committee, members shall be impartial and independent at all times.

Terms of Reference:

Activity Areas

- Rating policies (part of the Long Term Plan);
- Development Contribution/levy policy ;
- Revenue and Financing policy (part of the Long Term Plan);
- Alternative funding mechanisms;
- Operational expenditure (reporting);
- Capital expenditure (reporting);

- Procurement policy;
- CCO/CCTO monitoring; and
- Treasury debt

Responsibilities and Key Projects

- To monitor Annual Work Programme;
- monitor performance against the Financial Strategy;
- To monitor Council's financial performance against the Council's Long Term Plan and the impact of the financial performance on service levels and ratepayers' value;
- To monitor Council's capital expenditure against the Council's Long Term and Annual Plans;
- For project reporting, to reforecast Council's capital expenditure;
- To monitor Council's service delivery performance as outlined in the Council's Long Term Plan;
- To develop and monitor policy related to the following matters:
  - financial management
  - revenue generation
  - procurement and tendering
- To monitor the probity of processes relating to policies developed by the Smart Finance Committee;
- To receive six-monthly reports from the Local Government Funding Agency;
- To receive reports on Council investments; and
- To receive financial performance information of CCO/CCTO and other Council-related activities.

Delegated Authority

The Smart Finance Committee will have delegated authority to carry out activities within its terms of reference and the activity areas listed above (excluding all powers reserved to the Council by law, or by resolution of the Council).

Power to Act

The Smart Finance Committee will:

Financial systems and performance

- Oversee and review the Council's financial and non-financial performance against the Long Term Plan and Annual Plan;
- Oversee and review financial mechanisms (including rates, financial contributions and fees/charges and evaluate development of funding tools);
- Oversee and review corporate (SOI) and contractual performance of subsidiary organisations and organisations obtaining financial support from the Council (including CCO's and CCTO's);
- Oversee and review Council investments to ensure they achieve their stated objectives (including CCO's and CCTO's);
- Receive and consider updates relating to Treasury Policy and financial market performance.
- Approve procurement plans (where applicable), preferred suppliers, and contracts for all capital expenditure where the lifetime value of the contract exceeds maximum limits for the Chief Executive or Chief Executive with countersignature by the Mayor or Deputy Mayor as detailed in the Financial

Delegations Register, noting that the Committee may delegate authority for approval of preferred supplier and/or contract to the Chief Executive conditional on adhering to the procurement policy;

- Approval of operating expenditure within the Long Term Plan or Annual Plan that exceeds maximum limits for the Chief Executive or Chief Executive with countersignature by the Mayor or Deputy Mayor as detailed in the Financial Delegations Register, excluding expenditure which:
  - contravenes the Council's Financial Strategy; or
  - significantly alters any level of service outlined in the applicable Long Term Plan of Annual Plan; or
  - impacts Council policy or practice, in which case the delegation is recommendatory only and the Committee may make a recommendation to Full Council for approval.
- Approval of contractual and other arrangements for supply and services, and revenue generating contracts, which:
  - exceed maximum limits for the Chief Executive or Chief Executive with countersignature by the Mayor or Deputy Mayor as detailed in the Financial Delegations Register, but
  - exclude contracts or arrangements that are reserved for the Council or another Committee's approval; and
- Approval to write-off outstanding accounts that exceed the Chief Executive's delegation.

Power to Recommend

The Smart Finance Committee will:

Financial systems and performance

- Report to the Council on the performance of subsidiary organisations, such as Council-Controlled Organisations and Council investments (noting there is a separate process for the Queenstown Airport Corporation with is managed via the statement of intent process and annual reporting to Full Council).

Project Reporting

- Recommend to Council the approval of reforecasting of Council's capital expenditure within the financial year.

Delegation Limitations

The Smart Finance Committee may not delegate any of its responsibilities, duties or powers and its powers exclude powers that cannot be delegated to committees under the Local Government Act 2002.

Operational matters, including staff management, service delivery, and implementation of Council policies and decisions, are the responsibility of the Chief Executive and delegated officers. The Committee's role is to provide strategic oversight, set policy direction, and monitor performance in accordance with its terms of reference. Any concerns regarding operational matters must be raised through appropriate governance channels and not pursued directly with operational staff.

Procedure

The Chairperson will report back to the Council with recommendations of the Smart Finance Committee at the next Council meeting following each committee meeting, via the Chief Executive's report or similar, following each committee meeting.

The Chairperson will present to the Council annually with an update on performance against its annual work programme and the work programme for the following 12 months period.

Smart Growth Committee
Terms of Reference

Membership

The Smart Growth Committee will have five appointed members being Councillor Copland, Councillor Mitchell, Councillor Tucker, Councillor Smith, and Councillor White. Under LGA section 41A(5) the Mayor is a member of each committee of a territorial authority.

Quorum

The quorum for every meeting shall be three members.

Chair

Councillor Tucker will be the Chair and Councillor Mitchell will be the Deputy.

Frequency of Meetings

The Smart Growth Committee will meet every six weeks. The Chair may call additional meetings to address additional or urgent matters relating to Appeals.

Parent Body

The Smart Growth Committee reports to the Queenstown Lakes District Council.

Objectives of the Smart Growth Committee

To recommend strategies, plans and policies that advance the Council's vision and goals for the district and ensure integrated and sustainable management of the natural and physical resources of the district in accordance with the Resource Management Act 1991.

To guide the resolution of appeals and mediations under the Resource Management Act 1991.

To oversee Councils role in delivery of the Tourism Destination Management plan www.regenerativetourism.co.nz/the-plan and the Economic Diversification plan www.qldc.govt.nz/community/economic-development/diversifying-our-economy/

In fulfilling their role on the Smart Growth Committee, members shall be impartial and independent at all times.

Terms of Reference:

Activity Areas

- Resource Management Act / Planning legislation reform;
- District Plan including reviews and private plan changes;
- Resource Management Act appeals;
- Fast track applications;

- Growth management, including environmental protection and sustainability, urban design;
- Affordable housing;
- Building control;
- Destination Management; and
- Economic Diversification (including Film).

Key Projects

- Delivery of Annual Work Programme.

Delegated Authority

The Smart Growth Committee will have delegated authority to carry out activities within its terms of reference and the activity areas listed above (excluding all powers reserved to the Council by law, or by resolution of the Council).

Power to Act

The Smart Growth Committee will:

- Approve the adoption of strategies, polices and plans that relate to any activity area listed above where authorised by the Council;
- Exercise all of the Council's functions, powers and duties pursuant to section 34(1) of the Resource Management Act 1991 in relation to the consideration of Council-initiated Plan Changes and Variations;
  (Note: To avoid doubt, a Council-initiated Plan Change includes a private request for a Plan change under clause 22 of Schedule 1 of the Resource Management Act 1991 that has been adopted by the Council under clause 25(2) of that Schedule)
- Consider, make determinations and notify variations to the Queenstown Lakes Proposed District Plan, pursuant to the provisions of the Local Government Act 2002 and the Resource Management Act 1991;
- Maintain the Council strategic relationships with Government and non-Government agencies and funding bodies (excluding NZ Transport Agency) with respect to any of the activity areas listed above;
- Lodge and present submissions to external bodies on policies and legislation relevant to the Smart Growth Committee's Terms of Reference and any activity area listed above;
  (Note: Where timing constraints apply, the Chairperson (or in their absence, the Deputy Chairperson) has the authority to lodge submissions and seek retrospective approval)
- Approve the review of bylaws under the Smart Growth Committee's jurisdiction and consider submissions;
- Initiate commencement of a consultation process, excluding initiating the special consultative procedure under the Local Government Act 2002 related to any activity area listed above; and
- Approve the resolution of Environment Court appeals and mediations under the Resource Management Act 1991, including resolving or withdrawing from any proceedings and providing guidelines and settlement parameters to officers responsible for participating in mediations.

Power to Recommend

The Smart Growth Committee will:

- Recommend the adoptions of strategies, policies and plans that relate to any activity area listed above where the final decision must be made by the Council;
- Consider any proposal where public consultation is (or may be) required (including the use of the special consultative procedure) related to any activity

area listed above, other than a consultative process pursuant to the Resource Management Act 1991 and to make recommendations to the Council as appropriate;

- Consider any strategic planning or development matter, including matters related to planning for and managing growth in the district and make recommendations to the Council as appropriate; and
  (Note: this responsibility should be exercised in partnership with any other committee responsible for a particular activity area impacted by specific proposals.)
- Recommend adoption of any new or amended bylaw related to any activity area listed above.

Delegation Limitations

The Smart Growth Committee may not delegate any of its responsibilities, duties or powers and its powers exclude powers that cannot be delegated to committees under the Local Government Act 2002.

Operational matters, including staff management, service delivery, and implementation of Council policies and decisions, are the responsibility of the Chief Executive and delegated officers. The Committee's role is to provide strategic oversight, set policy direction, and monitor performance in accordance with its terms of reference. Any concerns regarding operational matters must be raised through appropriate governance channels and not pursued directly with operational staff.

Procedure

The Chairperson will report back to the Council with recommendations of the Smart Growth Committee at the next Council meeting, via the Chief Executive's report or similar, following each committee meeting.

Delegations from Council to the Chief Executive Officer

The Council delegates to the Chief Executive Officer:

1. Any and all of its responsibilities, duties and powers to act on any matter, subject to the limits and conditions below and excluding those matters in respect of which delegation is prohibited by any Act or Regulation. This power includes the authority to sub- delegate such powers as the Chief Executive determines necessary.

Limits and Conditions

- The power of the Chief Executive Officer alone to commit the Council to borrowing which has been approved in the Long Term Plan or Annual Plan is limited to instruments for a maximum of $100,000,000 of principal plus the associated interest payments and where the borrowing complies with the Treasury Management Policy;
- In the case of transactions in relation to the CAPEX 3 Waters Programme, the power of the Chief Executive Officer together with the Mayor or Deputy Mayor to commit the Council to a transaction (or to terminate or vary any transaction) is limited to spend approved in the LTP budget;
- In the case of other transactions the power of the Chief Executive Officer together with the Mayor or Deputy Mayor to commit the Council to a transaction (or to terminate or vary any transaction) is limited to a maximum of $10,000,000 for capital expenditure and a maximum of $6,500,000 for operational expenditure;
- In the case of other transactions the power of the Chief Executive Officer alone to commit the Council to a transaction (or to terminate or vary any transaction) is limited to:
  - a maximum of $5,000,000 for capital expenditure; and
  - a maximum of $1,500,000 for operating expenditure; and
  - a maximum of $4,000,000 for grants to Destination Queenstown which are approved by Council in an Annual Plan or Long Term Plan.
- A transaction (including termination or variation of any transaction) must be for the efficient conduct of Council affairs, and be consistent with the Long Term Plan and/or Annual Plan;
- The rules set out in the General rules applying to all delegations – Queenstown Lakes District Council, attached as Schedule 1 must be complied with;
- The value of a series of repeat, related or ancillary transactions must be aggregated for the purpose of determining if they exceed the capital expenditure or operational expenditure limit specified in this delegation;
- The value of a transaction must be calculated as the total value of the transaction over the full term of the contract and shall include any rights of renewal unless such rights of renewal are at the absolute discretion of the Council; and
- In regard to the borrowing of money or the acquisition and disposal of assets, the transaction being in accordance with the Long Term Plan.

2. The power to sub-delegate any of the Chief Executive's responsibilities, duties and powers on any matter, including:
   - section 43, Local Government (Official Information and Meetings) Act 1987;
   - section 125, Privacy Act 2020; and
   - section 198, Sale and Supply of Alcohol Act 2012.
   - Section 54G, Local Government Act 2002

3. The Council's power to bring or withdraw prosecution or infringement proceedings for any offence, including but not limited to:

- Resource Management Act 1991;
- Building Act 2004;
- Local Government Act 2002;
- any Queenstown Lakes District Council Bylaw.

4. The Council's power, pursuant to Part 6 of the Criminal Procedure Act 2011, to decide to appeal against any sentence passed upon the conviction of any person for proceedings by the Council. Such appeals only to be lodged on solicitor's recommendation.

Reporting

A quarterly report on the Chief Executive's exercise of delegated powers on material matters will be provided for the information of the Risk & Assurance Committee.

Failure to report the exercise of powers under this delegation shall not invalidate the exercise of the delegation.

Explanatory Notes:

The specified expenditure limits do not include GST.

These delegations do not preclude the Chief Executive Officer from referring any matter to the Council or a committee (including a subcommittee) of the Council or to the Wānaka-Upper Clutha Community Board, as appropriate, for a decision for any reason.

These delegations were last amended by Council resolution on Thursday, 20 March 2025.

Delegations from Council to Officers under the Resource Management Act 1991

Resource Management Act 1991		
Section	**Description**	**Delegated to**
10	Extension of existing use rights	> Principal Planner Resource Consents > Resource Consents Manager > Regulatory Manager > Team Leader – Resource consents > Monitoring, Enforcement & Environmental
10A	Authority to allow certain existing activities (now made unlawful/not permitted) to continue while application for resource consent is pending	> Principal Planner Resource Consents > Resource Consents Manager > Team Leader - Resource Consents
10B	Authority to allow certain building work to continue where it has been subsequently made unlawful by a district plan	> Principal Planner Resource Consents > Resource Consents Manager > Team Leader - Resource Consents
32	Duty to meet requirements for preparing s 32 reports and evaluations.	> Planning Policy Manager
36(5) 36(6)	Authority to make decisions about additional administrative charges To provide a fee estimate	> Principal Planner Resource Consents > Resource Consents Manager > Team Leader - Resource Consents

Resource Management Act 1991 continued…		
Section	**Description**	**Delegated to**
36AAB	Remit the whole or part of a charge	> Resource Consents Manager > Team Leader - Resource Consents > Monitoring, Enforcement & Environmental Manager > Monitoring, Enforcement & Environmental Team Leader
37	Power to extend time periods as provided in this section	> Principal Planner Resource Consents > Resource Consents Manager > Team Leader - Resource Consents > Hearings Commissioner(s)
37A	Requirement to consider matters before extending a time limit.	> Principal Planner Resource Consents > Resource Consents Manager > Team Leader - Resource Consents > Hearings Commissioner(s)
38	Authority to authorise persons to be enforcement officers under this section	> Regulatory Manager
39AA	Authority to direct that a hearing or part of a hearing may be conducted using 1 or more remote access facilities	> Resource Consents Manager
39B	Selection of commissioners for specific hearings from pool of commissioners appointed by the Council	> General Manager Planning & Development

Resource Management Act 1991 continued…		
Section	**Description**	**Delegated to**
40(2)-(3)	Authority to exercise powers in relations to hearings	> Hearings Commissioner(s)
41B 41C	Power to direct applicant to provide evidence before hearings; power to make directions about conduct of hearings	> Principal Planner Resource Consents > Planning Policy Manager > Resource Consents Manager > Hearings Commissioner(s)
41D	Power to make a direction striking out a submission before, at, or after a hearing	> Hearing Commissioner(s) > Resource Consents Manager > Principal Planner Resource Consents
42	Power to make directions to protect sensitive information.	> Hearing Commissioner(s) > Resource Consents Manager
42A	Powers regarding the preparation, commissioning and provision of reports	> Principal Planner Resource Consents > Resource Consents Manager > Planning Policy Manager > Team Leader - Resource Consents > Senior Planner
44A	Power to amend plans to address national environmental standards	> Planning Policy Manager
46A	Authority to make a submission or consult on a national environmental standard or national policy statement	> Planning Policy Manager
55(2)	Duty to amend plan or proposed plan if directed by national policy statement	> Planning Policy Manager

Resource Management Act 1991 continued…		
Section	**Description**	**Delegated to**
58I(2)	Duty to amend the plan or proposed plan if directed by national planning standard	> Planning Policy Manager
58I(4)	Power to exercise the Council's powers under this section in relation to discretionary directions	> Planning Policy Manager
80C	Power to decide to apply to the Minister to use the streamlined planning process	> Full Council
86D	Ability to apply to Environment Court for a rule to have legal effect	> General Manager Planning & Development
87BA(2)(a)	To issue a written notice confirming that an activity is a permitted boundary activity	> Principal Planner Resource Consents > Resource Consents Manager > Team Leader - Resource Consents > Senior Planner
87BA(2)(b)	To return an application for a boundary activity to the applicant if it is not a permitted activity, with written reasons	> Principal Planner Resource Consents > Resource Consents Manager > Team Leader - Resource Consents > Senior Planner > Planner
87BB(1)(d)	To determine that an activity is a permitted activity where a non-compliance is marginal or temporary	> Principal Planner Resource Consents > Resource Consents Manager > Team Leader - Resource Consents > Senior Planner

Resource Management Act 1991 continued…		
Section	**Description**	**Delegated to**
87BB(2) and (3)	Provision of a permitted activity notice including reasons	> Principal Planner Resource Consents > Resource Consents Manager > Team Leader - Resource Consents > Senior Planner > Planner
87E 87F 87G	Power to determine Council position on a request for direct referral (87E), prepare reports (87F) and provide information to Environment Court (87G)	> 87E – Planning & Strategy Committee or if insufficient time, a group of Councilors comprising the Mayor, Chairperson and Deputy Chairperson of the Planning & Strategy Committee > 87F and 87G – General Manager Planning & Development
88	Making an application for resource consent	> General Manager Property & Infrastructure > General Manager Community Services > General Manager Planning & Development > General Manager Corporate Services

Resource Management Act 1991 continued…		
Section	**Description**	**Delegated to**
88(1)	Authority to receive consent applications and determine whether the information meets the minimum requirements of the Act	> Principal Planner Resource Consents > Resource Consents Manager > Team Leader - Resource Consents > Senior Planner > Planner
88(3) & 3A	Power to determine an application is incomplete	> Principal Planner Resource Consents > Resource Consents Manager > Team Leader - Resource Consents > Senior Planner > Planner
91	Power to determine not to proceed with a resource consent application on certain grounds	> Principal Planner Resource Consents > Resource Consents Manager > Team Leader – Resource Consents > Hearing Commissioner(s)

Resource Management Act 1991 continued…		
Section	**Description**	**Delegated to**
91A 91B	Receipt of request for suspension of processing a notified application Duty to give written notice of when a suspension ceased	> Team Leader - Resource Consents > Senior Planner > Planner > Planning and Development Technical Support
91C	Decision on whether to return or continue to process a notified application	> Principal Planner Resource Consents > Resource Consents Manager > Team Leader - Resource Consents
91F	Decision on whether to return or continue to process a non-notified application	> Principal Planner Resource Consents > Resource Consents Manager > Team Leader – Resource Consents
92 92A	Authority to request further information to be provided, or to commission a report	> Principal Planner Resource Consents > Resource Consents Manager > Team Leader - Resource Consents > Senior Planner > Planner > Hearings Commissioner(s)

Resource Management Act 1991 continued…		
Section	**Description**	**Delegated to**
92AA(1) 92AA(2)	Authority to determine an application for resource consent is incomplete under 92 (2AA) (1) (2) Authority to return an application for non-response to requests under 92 (1) and 92 (2)	> Principal Planner Resource Consents > Resource Consents Manager > Team Leader Resource Consents
95 95A-95G	Requirement to comply with time limit on notification Authority to determine whether the adverse effects on the environment of an application will be minor Requirement for notification or limited notification of the application where applicable.	> Principal Planner Resource Consents > Resource Consents Manager > Team Leader - Resource Consents > Senior Planner > Planner > Hearings Commissioner(s)
95E	Duty to determine which persons may be adversely affected by an application and to serve notice of the application on them if required.	> Principal Planner Resource Consents > Resource Consents Manager > Team Leader - Resource Consents > Senior Planner > Planner
99	Power to call pre-hearing meetings and invite or require parties to attend and the duty to prepare a report of the meeting.	> Principal Planner Resource Consents > Resource Consents Manager > Team Leader - Resource Consents > Hearing Commissioner(s)

Resource Management Act 1991 continued…		
Section	**Description**	**Delegated to**
99A	Power to refer parties who have made a resource consent application or submissions on the application to mediation	> Principal Planner Resource Consents > Resource Consents Manager > Team Leader - Resource Consents > Hearing Commissioner(s)
100	Authority to determine whether a hearing should be held in respect of any application for a resource consent	> Principal Planner Resource Consents > Resource Consents Manager > Team Leader - Resource Consents
101	Authority to decide when and where a hearing is to be held within the constraints of section 37	> Principal Planner Resource Consents > Resource Consents Manager > Team Leader - Resource Consents
102	Authority to determine issues concerning joint considerations by two or more consent applications in relation to the same proposal.	> Principal Planner Resource Consents > Resource Consents Manager > Team Leader – Resource Consents

Resource Management Act 1991 continued…		
Section	**Description**	**Delegated to**
103	Authority to determine issues concerning two or more consent authorities.	> Principal Planner Resource Consents > Resource Consents Manager > Team Leader - Resource Consents > Hearings Commissioner(s)
104	Duty to take matters into consideration and to exclude other matters when considering an application	> Principal Planner Resource Consents > Resource Consents Manager > Team Leader - Resource Consents > Senior Planner > Planner > Hearings Commissioner(s)
104A 104B 104C 104D 105 106 106(A)(1)	Power to determine resource consent applications and impose conditions Power to decline subdivision consent Power to decline a land use application for significant natural hazard risk	> Principal Planner Resource Consents > Resource Consents Manager > Team Leader - Resource Consents > Senior Planner > Hearings Commissioner(s)

Resource Management Act 1991 continued…		
Section	**Description**	**Delegated to**
104(6A)	Power to decline an application for significant non – compliance	> Principal Planner Resource Consents > Resource Consents Manager > Team Leader Resource Consents > Senior Planner > Hearing Commissioner(s) – notified application decision making only
107G(2)(a), 2(b),(6)	Provision of draft consent conditions when requested by the applicant, and if the application was notified, to submitters, seeking comments within a reasonable timeframe. Ability to suspend the time frame that applies to the processing of the application to allow the applicant and any submitters to consider the draft conditions.	> Planner > Senior Planner > Hearing Commissioner(s)
108 108A 108AA	Power to impose conditions on resource consent Power to impose a bond as one of the conditions Requirements for conditions of resource consents	> Principal Planner Resource Consents > Resource Consents Manager > Team Leader - Resource Consents > Senior Planner > Hearings Commissioner(s)

Resource Management Act 1991 continued…		
Section	**Description**	**Delegated to**
108 108A	Power to execute documents to register a bond (whether cash or by registered guarantee) or covenant together with all ancillary administrative tasks	> Principal Planner Resource Consents > Resource Consents Manager > Team Leader – Subdivision, Development Contributions & Property > Manager - Development Engineering > Principal Subdivision Engineer > Team Leaders - Engineering Reporting > Team Leader - Engineering Acceptance > Senior Subdivision Officer > Subdivision Officer > Team Leader - Resource Consents > Senior Planner > Hearings Commissioner(s)
108(2)(da)	Power to impose conditions to mitigate any risk that the resource consent may not be complied with having regard to any previous non-compliance by the applicant.	> Principal Planner Resource Consents > Resource Consents Manager > Team Leader Resource Consents > Senior Planner > Hearing Commissioner(s) – notified application decision making only

Resource Management Act 1991 continued…		
Section	**Description**	**Delegated to**
109	Conditions relating to bonds; power to enter on to land to ensure work for which bond is given is being completed.	> Principal Planner Resource Consents > Resource Consents Manager > Team Leader – Subdivision, Development Contributions & Property > Team Leader - Resource Consents > Senior Planner > Planner > Hearings Commissioner(s) > Manager Development Engineering > Team Leader – Engineering Reporting > Team Leader – Engineering Acceptance > Senior Land Development Engineer > Land Development Engineer (LDE) > Principal Subdivision Engineer > Senior Subdivision Officer > Subdivision Officer

Resource Management Act 1991 continued…		
Section	**Description**	**Delegated to**
109	Power to execute documents to discharge, cancel or vary bonds (in part or whole), together with all ancillary administrative tasks including certification and online registration of certificates as authorised officer Power to register a land charge (or remove a land charge) on the land for costs of performing works where costs exceed funds secured	> Principal Planner Resource Consents > Resource Consents Manager > Team Leader - Resource Consents > Senior Planner > Planner > Manager Development Engineering > Team Leader – Subdivision, Development Contributions & Property > Team Leader – Engineering Reporting > Team Leader – Engineering Acceptance > Principal Subdivision Engineer > Senior Subdivision Officer > Subdivision Officer
110	Power to refund financial contribution to consent holder where consent has lapsed	> Resource Consents Manager
113	Recording reasons for decisions on resource consent applications in writing	> Principal Planner Resource Consents > Resource Consents Manager > Team Leader - Resource Consents > Senior Planner > Hearings Commissioner(s)

Resource Management Act 1991 continued…		
Section	**Description**	**Delegated to**
114	Authority to serve consent applicant and submitters with notice of the decision on an application	> Team Leader - Resource Consents > Planning and Development Technical Support
120	Authority to lodge appeal on Council's behalf in Environment Court	> Planning & Strategy Committee or if insufficient time, a group of Councillors comprising the Mayor, Chairperson and Deputy Chairperson of the Planning & Strategy Committee.
124(2)	Power to allow a consent holder to continue to operate while applicant is seeking a new resource consent	> Principal Planner Resource Consents > Resource Consents Manager > Team Leader - Resource Consents > Regulatory Manager > Team Leader - Monitoring, Enforcement & Environmental
125	Power to grant extension of period after which a consent will lapse	> Principal Planner Resource Consents > Resource Consents Manager > Team Leader - Resource Consents > Senior Planner > Hearings Commissioner(s)

Resource Management Act 1991 continued…		
Section	**Description**	**Delegated to**
126	Power to cancel a resource consent by written notice	> Principal Planner Resource Consents > Resource Consents Manager > Team Leader - Resource Consents
127	Power to change or cancel conditions imposed on a resource consent	> Principal Planner Resource Consents > Resource Consents Manager > Team Leader - Resource Consents > Senior Planner > Hearings Commissioner(s)
128 129 130 131	Power to review a resource consent and to give notice of review	> Principal Planner Resource Consents > Resource Consents Manager > Team Leader - Resource Consents
132	Power to change the conditions of a resource consent on a review under s128, or to cancel resource consent	> Principal Planner Resource Consents > Resource Consents Manager > Hearings Commissioner(s)
133A	Power to make minor changes or corrections to resource consent (within 20 working days of grant)	> Resource Consents Manager > Team Leader - Resource Consents > Senior Planner

Resource Management Act 1991 continued…		
Section	**Description**	**Delegated to**
138	Authority to issue a notice of acceptance of surrender of consent	> Principal Planner Resource Consents > Resource Consents Manager > Team Leader - Resource Consents > Senior Planner > Planning and Development Technical Support
139 139A	Authority to issue certificate of compliance, other powers and existing use certificates	> Principal Planner Resource Consents > Resource Consents Manager > Team Leader - Resource Consents > Senior Planner
142	Authority to request the Minister to make a direction to call in a matter that is or part of a proposal of national significance	> General Manager Planning & Development
149B	Duty of local authority to provide EPA with all related information to a matter (where the Minister has called in a matter and the local authority has been served with a direction under s149A)	> General Manager Planning & Development
149E	Power to make a submission on behalf of Council on a matter of national importance.	> Planning & Strategy Committee or if insufficient time, a group of Councillors comprising the Mayor, Chairperson and Deputy Chairperson of the Planning & Strategy Committee

Resource Management Act 1991 continued…		
Section	**Description**	**Delegated to**
149G	Duty to prepare a report commissioned by the EPA	> General Manager Planning & Development
149T	Power to give notice on Council's behalf under s274 of matter referred directly to the Environment Court.	> General Manager Planning & Development
149V	Power to lodge appeal to the High Court on question of law on Council's behalf	> Planning & Strategy Committee or if insufficient time, a group of Councillors comprising the Mayor, Chairperson and Deputy Chairperson of the Planning & Strategy Committee
149ZD	Power to recover costs incurred by the Council from the applicant	> General Manager Planning & Development
149W(2)(a) and (4)	Power to implement decision of Board or Court about proposed plan or change or variation	> General Manager Planning & Development
168 168A	Duty to receive notice of requirement	> Principal Planner Resource Consents > Resource Consents Manager > Team Leader - Resource Consents > Senior Planner
168A	Authority to lodge notice of requirement on behalf of Council	> Chief Executive Officer > General Manager Planning & > Development > Programme Director > Infrastructure Operations Manager > Parks Manager

Resource Management Act 1991 continued...		
Section	**Description**	**Delegated to**
168A	Power to determine whether to notify Council's notice of requirement for a designation	> Hearings Commissioner(s) > Principal Planner Resource Consents > Resource Consents Manager > Team Leader - Resource Consents
168A	Power to consider and make recommendations on requirements for a designation	> Hearings Commissioner(s) > Resource Consents Manager > Team Leader Resource Consents > Principal Planner Resource Consents > Senior Planner Resource Consents
168A	Power to make decision on Council's notice of requirement for a designation	> Chief Executive Officer > General Manager Property and Infrastructure > General Manager Community Services
169	Power to request further information and determine whether to notify notice of requirement for a designation	> Principal Planner Resource Consents > Resource Consents Manager > Planning Policy Manager > Team Leader - Resource Consents > Senior Planner

Resource Management Act 1991 continued…		
Section	**Description**	**Delegated to**
170	Authority to include requirement in a proposed plan, with the consent of the requiring authority	> Principal Planner Resource Consents > Planning Policy Manager
171	Power to consider and make recommendations on requirements for a designation	> Principal Planner Resource Consents > Resource Consents Manager > Planning Policy Manager > Team Leader - Resource Consents > Senior Planner > Hearings Commissioner(s)
173	Power to give notice of requiring authority's decision on designation	> Planning and Development Technical Support
174	Power to appeal to Environment Court against requiring authority's decision on designation	> General Manager Planning & Development
175	Authority to include a designation in district plan	> Planning Policy Manager
176, 178	Power to give written consent in relation to land subject to Council designation *NOTE: This is where Council has designated the land, and another party seeks to undertake an activity within Council's designation*	> General Manager Property & Infrastructure > General Manager Planning & Development > General Manager Community Services > Team Leader Parks Planning

Resource Management Act 1991 continued…		
Section	**Description**	**Delegated to**
176A	Power to lodge an outline plan	> Programme Director > Infrastructure Operations Manager > Parks Manager
	Power to request changes to an outline plan or waive requirement for an outline plan	> Principal Planner Resource Consents > Resource Consents Manager > Team Leader – Resource Consents > Hearings Commissioner(s) > Senior Planner Resource Consents
	Power to appeal to the Environment Court the decision of a Requiring Authority to not make the changes requested by the territorial consent authority (s176A(5))	> General Manager Planning and Development

Resource Management Act 1991 continued…		
Section	**Description**	**Delegated to**
181	Power to give notice of requirement to alter designations	> Chief Executive Officer > Programme Director > Infrastructure Operations Manager > Parks Manager
	Power to receive application for alterations to designations	> Principal Planner Resource Consents > Resource Consents Manager > Team Leader - Resource Consents > Senior Planner
	Power to determine applications for alteration of designations	> Principal Planner Resource Consents > Resource Consents Manager > Team Leader - Resource Consents > Senior Planner > Hearings Commissioner(s)

Resource Management Act 1991 continued…		
Section	**Description**	**Delegated to**
182	Power to give notice of removal of designation	> Chief Executive Officer > Programme Director > Infrastructure Operations Manager > Parks Manager
	Duty to receive notices of removal (or partial withdrawal) of designations, decide whether to accept them and to amend the District Plan accordingly	> Planning Policy Manager
184, 184A	Power to apply for an extension of a lapse period for a designation	> Chief Executive Officer > Programme Director > Infrastructure Operations Manager > Parks Manager
	Power to extend designation which has not been given effect to	> Planning Policy Manager > Principal Planner Resource Consents > Resource Consents Manager > Team Leader Resource Consents

Resource Management Act 1991 continued…		
Section	**Description**	**Delegated to**
189	Duty to receive notice of requirement for heritage order	> Principal Planner Resource Consents > Resource Consents Manager > Team Leader - Resource Consents > Senior Planner
189A	Authority to lodge notice of requirement for a heritage order on behalf of Council	> General Manager Planning & Development
189A	Power to determine whether to publicly notify Council's notice of requirement for a heritage order	> Hearings Commissioner(s)
189A	Power to make decision on Council's notice of requirement for a heritage order	> Hearings Commissioner(s)
190	Power to request further information and determine notification of notice of requirement for heritage order	> Principal Planner Resource Consents > Resource Consents Manager > Team Leader - Resource Consents > Senior Planner
191	Power to make recommendations on notice of requirement for heritage order	> Principal Planner Resource Consents > Resource Consents Manager > Team Leader - Resource Consents > Senior Planner > Hearings Commissioner(s)
193	Authority to give written consent in relation to land protected by Council's heritage order	> General Manager Planning & Development
195	Power to appeal to Environment Court against heritage protection authority's decisions under sections 193 or 194	> General Manager Planning & Development

Resource Management Act 1991 continued…		
Section	**Description**	**Delegated to**
195A	Power to receive application for alterations to heritage order Power to determine applications for alteration of heritage order	> Principal Planner Resource Consents > Resource Consents Manager > Team Leader - Resource Consents > Senior Planner > Hearings Commissioner(s)
195B(5)	To make a written objection to the Minister on the Minister's proposal to transfer responsibility for an existing heritage order to another heritage protection authority	> Planning Policy Manager > Principal Planner Resource Consents > Resource Consents Manager
195C	To amend the District Plan by noting a transfer of responsibility for a heritage order	> Planning Policy Manager > Principal Planner Resource Consents > Resource Consents Manager
196	Power to receive withdrawals of heritage orders and to amend the District Plan accordingly	> Principal Planner Resource Consents > Planning Policy Manager > Resource Consents Manager > Team Leader - Resource Consents
198C	Authority to make a decision under section 198C on a request made under section 198B for direct referral of a notice of requirement for a designation or heritage order to the Environment Court	> General Manager Planning & Development

Resource Management Act 1991 continued…		
Section	**Description**	**Delegated to**
198D	Authority to approve the content of a consent authority report on a requirement that has been directly referred to the Environment Court	> Planning Policy manager
198D(7)	Authority to attend hearings and discuss report	> Planning Policy Manager
220	Power to impose conditions on subdivision consents and to engage with Registrar-General of Land as required	> Principal Planner Resource Consents > Resource Consents Manager > Team Leader - Resource Consents > Senior Planner > Team Leader – Subdivision, Development Contributions & Property > Hearings Commissioner(s) > Manager – Development Engineering > Principal Subdivision Engineer > Team Leader – Engineering reporting > Team Leader – Engineering Acceptance > Senior Subdivision Officer > Subdivision Officer

Resource Management Act 1991 continued…		
Section	**Description**	**Delegated to**
220	Where a subdivision consent granted by the consent authority imposes conditions requiring the registration of certificate or other instrument, the power to register the certificate or other instrument	> Principle Planner Resource Consents > Resource Consents Manager > Team Leader – Resource Consents > Team Leader – Subdivision, Development Contributions & Property > Senior Engineer – Engineering Acceptance/ Subdivision > Subdivision Officer
221(2)	Authority to issue and sign a consent notice	> Principal Planner Resource Consents > Manager Development Engineering > Team Leader - Subdivision, Development Contributions & Property > Principal Subdivision Engineer > Team Leader - Engineering Reporting > Team Leader - Engineering Acceptance > Senior Subdivision Officer > Subdivision Officer

Resource Management Act 1991 continued…		
Section	**Description**	**Delegated to**
221(3)	Authority to vary or cancel a condition specified in a consent notice	> Principal Planner Resource Consents > Resource Consents Manager > Team Leader - Resource Consents > Senior Planner > Team Leader - Subdivision, Development Contributions & Property > Manager Development Engineering > Team Leader - Engineering Reporting > Team Leader - Engineering Acceptance > Principal Subdivision Engineer > Senior Subdivision Officer > Subdivision Officer > Hearings Commissioner(s)

Resource Management Act 1991 continued…		
Section	**Description**	**Delegated to**
221(5)	Authority to execute, as authorized person instrument(s) creating, varying, cancelling or recording expiry of consent notice	> Principal Planner Resource Consents > Team Leader - Subdivision, Development Contributions & Property > Manager Development Engineering > Team Leader - Engineering Reporting > Team Leader - Engineering Acceptance > Principal Subdivision Engineer > Senior Subdivision Officer > Subdivision Officer
222	Powers related to the issues of completion certificates enabling the deposit of survey plan	> Principal Planner Resource Consents > Team Leader - Subdivision, Development Contributions & Property > Manager Development Engineering > Team Leader - Engineering Reporting > Team Leader - Engineering Acceptance > Principal Subdivision Engineer > Senior Subdivision Officer

Resource Management Act 1991 continued…		
Section	**Description**	**Delegated to**
223	Powers related to approval of survey plan as authorised officer	> Principal Planner Resource Consents > Team Leader - Subdivision, Development Contributions & Property > Engineering Reporting Team Leader > Manager Development Engineering > Principal Subdivision Engineer > Senior Subdivision Officer
224 (c), (f)	Authority to certify compliance of survey plan as authorised officer (includes circumstances where a bond is registered) Authority to issue certificate of approval as authorised officer, and all ancillary tasks including the execution of documents for consent notices, bonds and completion certificates	> Principal Planner Resource Consents > Team Leader - Subdivision, Development Contributions & Property > Engineering Reporting Team Leader > Team Leader – Engineering Acceptance > Manager Development Engineering > Principal Subdivision Engineer > Senior Subdivision Officer

Resource Management Act 1991 continued…		
Section	**Description**	**Delegated to**
226(1)(e)	Authority to certify any plans of subdivision or copy thereof, which has not had a previous statutory approval. Authority to issue a certificate for cancellation of an amalgamation condition Authority to confirm compliance with relevant district plan rules. Authority to execute all documents (as authorised officer) for registration	> Principal Planner Resource Consents > Team Leader - Subdivision, Development Contributions & Property > Team Leader - Resource Consents > Engineering Reporting Team Leader > Manager Development Engineering > Principal Subdivision Engineer > Senior Subdivision Officer > Subdivision Officer
232	Where an esplanade strip is created, in relation to the instrument to be registered, determine matters to be included and excluded, authority to do all things necessary to effect registration of the instrument.	> Principal Planner Resource Consents > Team Leader – Subdivision, Development Contributions & Property > Team Leader – Resource Consents > Manager Development Engineering > Engineering Reporting Team Leader > Senior Engineer – Engineering Acceptance/Subdivision Principal Subdivision Engineer > Senior Subdivision Officer

Resource Management Act 1991 continued…		
Section	**Description**	**Delegated to**
234	Power to vary or cancel esplanade strips on application	> Principal Planner Resource Consents > Team Leader - Subdivision, Development Contributions & Property > Manager Development Engineering > Principal Subdivision Engineer *Note: Decisions will be considered on a case-by-case basis and will be escalated to full Council where appropriate.*
235	Power to agree on Council's behalf to creation of esplanade strip	> Principal Planner Resource Consents > Team Leader - Subdivision, Development Contributions & Property > Manager Development Engineering > Principal Subdivision Engineer *Note: Decisions will be considered on a case-by-case basis and will be escalated to full Council where appropriate.*

Resource Management Act 1991 continued…		
Section	**Description**	**Delegated to**
237	Power to approve a survey plan where esplanade reserves or strips are required	> Principal Planner Resource Consents > Team Leader - Subdivision, Development Contributions & Property > Engineering Reporting Team Leader > Manager Development Engineering > Principal Subdivision Engineer > Senior Engineer – Engineering Acceptance/Subdivision
237B	Power to acquire an easement for access strip	> Principal Planner Resource Consents > Team Leader - Subdivision, Development Contributions & Property > Engineering Reporting Team Leader > Manager Development Engineering > Principal Subdivision Engineer

Resource Management Act 1991 continued…		
Section	**Description**	**Delegated to**
237C	Authority to close access strips and give notice of closure	> Principal Planner Resource Consents > Team Leader - Subdivision, Development Contributions & Property > Engineering Reporting Team Leader > Manager Development Engineering > Principal Subdivision Engineer
237D	Authority to agree to transfer of access strip to Crown or regional council	> Principal Planner Resource Consents > Team Leader - Subdivision, Development Contributions & Property > Engineering Reporting Team Leader > Manager Development Engineering > Principal Subdivision Engineer > Senior Subdivision Officer
237H	Authority to object to compensation valuation determination	> Principal Planner Resource Consents > Team Leader - Subdivision, Development Contributions & Property

Resource Management Act 1991 continued…		
Section	**Description**	**Delegated to**
239	Authority to certify survey plans subject to specified interests and undertake online registration of certificates as authorised officer.	> Principal Planner Resource Consents > Team Leader - Subdivision, Development Contributions & Property > Engineering Reporting Team Leader > Team Leader – Engineering Acceptance > Manager Development Engineering > Principal Subdivision Engineer > Senior Subdivision Officer > Subdivision Officer
240	Authority to sign any covenant pursuant to section 240(3) and cancel an existing amalgamation condition (in whole or part) and undertake online de-registration of certificates as authorised officer.	> Principal Planner Resource Consents > Team Leader - Subdivision, Development Contributions & Property > Engineering Reporting Team Leader > Manager Development Engineering > Principal Subdivision Engineer > Senior Subdivision Officer > Subdivision Officer

Resource Management Act 1991 continued…		
Section	**Description**	**Delegated to**
241(1) and (3)	Authority to deal with amalgamation conditions and undertake online registration of certificates as authorised officer.	> Principal Planner Resource Consents > Team Leader - Subdivision, Development Contributions & Property > Engineering Reporting Team Leader > Manager Development Engineering > Team Leader – Engineering Acceptance > Principal Subdivision Engineer > Senior Subdivision Officer > Subdivision Officer > Team Leader - Resource Consents
	Authority to issue a certificate for cancellation of an amalgamation condition and execute all necessary documents (including online deregistration of certificates) as authorised officer.	> Principal Planner Resource Consents > Team Leader - Subdivision, Development Contributions & Property > Engineering Reporting Team Leader > Manager Development Engineering > Team Leader – Engineering Acceptance > Principal Subdivision Engineer > Senior Subdivision Officer > Subdivision Officer > Team leader resource consents > Principle Planner Resource Consents > Hearings Commissioner(s)

Resource Management Act 1991 continued…		
Section	**Description**	**Delegated to**
243	Authority to deal with survey plans subject to grant or reservation of easements and undertake online registration of certificates as authorised officer, (includes variation and cancellation of easement instruments).	> Principal Planner Resource Consents > Team Leader - Subdivision, Development Contributions & Property > Engineering Reporting Team Leader > Manager Development Engineering > Principal Subdivision Engineer > Senior Subdivision Officer > Subdivision Officer > Team Leader – Engineering Acceptance
245	Authority to approve survey plan of reclamation	> Principal Planner Resource Consents > Team Leader - Subdivision, Development Contributions & Property > Manager Development Engineering > Principle Subdivision Engineer > Senior Subdivision Officer > Subdivision Officer
267	To participate in a conference and make decisions on behalf of the Council	> Principal Planner Resource Consents > Planning Policy Manager > Resource Consents Manager > Team Leader – Resource Consents

Resource Management Act 1991 continued…		
Section	**Description**	**Delegated to**
268A	To participate in a mandatory alternative dispute resolution process and make decisions on behalf of Council	> Principal Planner Resource Consents > Planning Policy Manager > Resource Consents Manager > Team Leader – Resource Consents > Principal Planner – Resource Management Policy
269 – 291	Authority to determine and direct Council involvement in Environment Court proceedings	> Principal Planner Resource Consents > Planning Policy Manager > Resource Consents Manager > Principal Planner – Resource Management Policy
292	Authority to seek that Environment Court remedy defect in plan	> Planning Policy Manager
294	Authority to seek that Environment Court review a decision or rehear proceedings	> General Manager Planning & Development
299 – 308	Authority to determine and direct Council involvement in High Court and Court of Appeal proceedings	> General Manager Planning & Development
311 – 312	Authority to initiate declaration proceedings and take other necessary steps	> General Manager Planning & Development

Resource Management Act 1991 continued…		
Section	**Description**	**Delegated to**
314 – 321	Authority to initiate enforcement order and interim enforcement order proceedings and take other necessary steps	> Assurance, Finance & Risk - General Manager > Regulatory Manager > Monitoring, Enforcement & Environmental Team Leader
325	Authority to consent to a stay of abatement notice	> Regulatory Manager > Team Leader – Monitoring, Enforcement & Environmental
325A	Power to cancel abatement notice	> Regulatory Manager > Team Leader – Monitoring, Enforcement & Environmental > Senior Monitoring, Enforcement & Environmental Officer
330	Power to take preventative or remedial action in emergency circumstances	> General Manager Property & Infrastructure > General Manager Community Services > Assurance, Finance & Risk - General Manager
330A, 330B	Authority to apply for resource consents for emergency works undertaken under section 330	> General Manager Property & Infrastructure > General Manager Community Services > General Manager Assurance, Finance & Risk

Resource Management Act 1991 continued…		
Section	**Description**	**Delegated to**
331	Power to seek reimbursement of Council's costs for emergency works	> General Manager Property & Infrastructure > Assurance, Finance & Risk - General Manager
336	Duty to return property seized under warrant or otherwise dispose of property if not claimed	> Monitoring, Enforcement & Environmental Officer
338	Authority to commence prosecution for breach of the Act	> Assurance, Finance & Risk - General Manager > Regulatory Manager
357D 357CA	Powers to consider and determine objections	> Hearings Commissioner
Sch 1 Cl 3, 3B	Duty to consult on proposed plan, including consultation with local iwi	> Planning Policy Manager
Sch 1 Cl 3C	Authority to determine whether consultation has already occurred under other enactments	> Planning Policy Manager
Sch 1 Cl 4	Duty to invite requiring authorities, with designations that have not lapsed, to give written notice of whether the designation is required to be included in the proposed plan by written request on designations in proposed plans.	> Planning Policy Manager
Sch 1 Cl 5	Authority to prepare s32 report and publicly notify proposed plan	> Planning Policy Manager, **subject to** authority of the Planning & Strategy Committee
Sch 1 Cl 5(1A)	Authority to determine which ratepayers are likely to be affected by a proposed plan, to determine the extent of the area affected by the proposed plan change, and to identify any other person who is directly affected by the plan.	> Planning Policy Manager
Sch 1 Cl5(1B)	Authority to determine which landowners and occupiers are likely to be directly affected by any requirement or modification of a designation or heritage order under clause 4	> Planning Policy Manager

Resource Management Act 1991 continued…		
Section	**Description**	**Delegated to**
Sch 1 Cl 5(5)	Authority to decide where any proposed policy statement or plan will be made available	> Planning Policy Manager
Sch 1 Cl 5A(2)	Authority to identify all persons directly affected by a proposed change or variation of a proposed policy statement or plan	> Planning Policy Manager
Sch 1 Cl 5A(5)	Authority to decide what further information relating to a proposed change or variation will be provided	> Planning Policy Manager
Sch 1 Cl 5A(9)	Authority to determine what other places a proposed change or variation should be available.	> Planning Policy Manager
Sch 1 Cl 6(2) & 6A(3)	Authority to make submissions on Council's behalf	> Planning & Strategy Committee or if insufficient time, a group of Councillors comprising the Mayor, Chairperson and Deputy Chairperson of the Planning & Strategy Committee
Sch 1 Cl 7	Duty to give public notice of submissions on proposed plan	> Planning Policy Manager
Sch 1 Cl 8, 8A	Authority to make and serve further submissions on Council's behalf	> General Manager Planning & Development
Sch 1 Cl 8AA	Authority to invite submitters to meetings or refer matters to mediation	> Planning Policy Manager
Sch 1 Cl 8B	Duty to give notice of hearings	> Senior District Plan Administrator
Sch 1 Cl 8C	Authority to determine whether hearing is required where no person indicates they wish to be heard	> Planning Policy Manager

Resource Management Act 1991 continued…		
Section	**Description**	**Delegated to**
Sch 1 Cl 8D	Authority to withdraw proposed plan	> General Manager Planning & Development
Sch 1 Cl 9	Power to hear and make recommendations and decisions on requirements	> Hearings Commissioner(s)
Sch 1 Cl 10	Power to hear and make recommendations on provisions and matters raised in submissions	> Hearings Commissioner(s)
Sch 1 Cl 10A	Authority to apply to the Minister for an extension of time and determine which persons may be directly affected by an extension sought	> Planning Policy Manager
Sch 1 Cl 11	Duty to give notice of decisions	> Senior District Plan Administrator
Sch I Cl 13(4)	Authority to determine which landowners and occupiers are directly affected by a decision of a requiring authority or heritage protection authority and must therefore be served with notice of the decision.	> Planning Policy Manager
Sch 1 Cl 14	Authority to lodge appeal with Environment Court	> General Manager Planning & Development
Sch 1 Cl 16(1)	Duty to amend proposed plan if directed by Environment Court	> Planning Policy Manager
Sch 1 Cl 16(2)	Authority to amend proposed plan to correct minor errors or alterations of minor effect.	> Planning Policy Manager
Sch 1 Cl 16A(2)	Authority to initiate variation to proposed plan	> General Manager Planning & Development
Sch 1 Cl 20	Duty to give notice of plan becoming operative	> Planning Policy Manager
Sch 1 Cl 20A	Authority to amend operative plan to correct minor errors	> Planning Policy Manager
Sch 1 Cl 21	Authority to request change to regional plan or regional policy statement	> General Manager Planning & Development

Resource Management Act 1991 continued…		
Section	**Description**	**Delegated to**
Sch 1 Cl 23	Power to seek further information relating to private plan change requests including power to commission a report under this section and power to reject the request or decide not to approve the plan change requested	> Planning Policy Manager > Senior Policy Planner > Policy Planner > Hearings Commissioner(s)
Sch 1 Cl 24	Power to modify plan change request	> General Manager Planning & Development
Sch 1 Cl 25	Power to determine how to proceed with plan change request, including power to adopt, accept or reject request	> General Manager Planning & Development, subject to authority of Planning & Strategy Committee or if insufficient time, a group of Councillors comprising the Mayor, Chairperson and Deputy Chairperson of the Planning & Strategy Committee
Sch 1 Cl 26	Authority to prepare and notify plan change request	> Planning Policy Manager
Sch 1 Cl 28	Power to deem a plan change request as withdrawn	> Planning & Strategy Committee or if insufficient time, a group of Councillors comprising the Mayor, Chairperson and Deputy Chairperson of the Planning & Strategy Committee
Sch 1 Cl 29(4)	Power to hear and make recommendations on plan change request	> Hearings Commissioner(s)
Sch 1 Cl 29(2) and (5)	Duty to send submissions to person who made plan change request and serve copy of its decision	> Senior District Plan Administrator
Sch 1 Cl 29(9)	Power to vary plan change request	> Planning Policy Manager

Resource Management Act 1991 continued…		
Section	**Description**	**Delegated to**
Sch 1 Cl 32	Authority to certify material incorporated by reference	> Planning Policy Manager
Sch 1 Cl 34	Duty to consult on incorporation of material by reference	> Planning Policy Manager
Sch 1 Cl 35	Duty to make information available and give public notice regarding material incorporated by reference	> Senior District Plan Administrator
Sch 1 Cl 41	Authority to attend pre-hearing meetings	> Planning Policy Manager > Associate Counsel > Senior Legal Counsel
Sch 1 Cl 43	Authority to attend expert conferencing	> Planning Policy Manager
Sch 1 Cl 44	Authority to attend alternative dispute resolution and authority to settle	> Planning Policy Manager > Senior Legal Counsel
Sch 1 Cl 55, 56	Authority to appeal decision in relation to rejected recommendation or accepted recommendation	> General Manager Planning & Development > Planning Policy Manager
Sch 1 Cl 80	Authority to request amendment of direction	> General Manager Planning & Development

Miscellaneous		
Section	**Description**	**Delegated to**
Alternative dispute resolution	Authority to enter into and participate in mediation for appeals under the Resource Management Act 1991 and to reach a mediated agreement within guidelines and parameters set by the Appeals Subcommittee	> Principal Planner Resource Consents > Resource Consents Manager > Team Leader - Resource Consents
Proposed District Plan Appeals	Authority to represent and participate on behalf of Queenstown Lakes District Council in mediation and/or alternative dispute resolution for appeals to the Council's decisions on the Proposed or Partially Operative District Plan and reach an agreement within the guidelines and parameters set by the Appeals Subcommittee.	> General Manager Planning & Development > Planning Policy Manager > Principal Planner - Resource Management Policy

Note: for the purpose of the above RMA delegations, any delegation to the position "Planner" is inclusive of any "Planning Officer"

Sub-Delegations Financial

Taking effect on and from 7 April 2025 the Chief Executive Officer determined:

1. That financial delegations and sub-delegations in effect prior to 7 April 2025 are revoked and of no effect from that date.
2. To sub-delegate to the officers specified in Table 1 and Table 2, the powers, functions and duties held by the Chief Executive to enter into, vary and exit from transactions up to the value specified in the "limits" columns.
3. Every exercise of this sub-delegation must:
   - comply with Schedule 1 "General Rules Applying to all Delegations – Queenstown Lakes District Council"; and
   - where a purchase is completed with a P-Card, comply with the terms and conditions of use of that P-Card.

	Limits	
	Value Operational Transaction	**Value Capital Transaction per transaction**
CATEGORY A	$1,500,000	$5,000,000
		$100,000,000 for transactions with the Local Government Funding Agency
CATEGORY A		$100,000,000 for derivative transactions with authorised NZ Registered Banks
CATEGORY B	$650,000	$1,500,000
CATEGORY C	$150,000	$500,000
CATEGORY D	$30,000	$150,000
CATEGORY E	$6,500	$1,500
CATEGORY F	$1,500	$1,500

Table 1: *Officers who are authorised to enter into (and exit from) transactions up to a specified value.*
(Specified Officer Categories are outlined in Schedule 1 page 158)

4. For bank transactions, the officers who are authorised to approve bank transactions and transfers up to a specified value are as follows in Table 2:

Type of Bank Transaction	Limit	Authorised Officers
Approval of Payments through the bank	Up to $10,000,000	Any of two of the authorities within BNZ to approve.
	Between $10,000,000 and $25,000,000	Two of the following: Financial Controller, Finance Business Partner Manager, Finance Director, GM Assurance, Finance, and Risk.
	Over $25,000,000	Two of the following: Finance Director, GM Assurance, Finance, and Risk. Financial Controller is available as a backup if the others are unavailable.
Internal bank transfer (between two QLDC accounts within BNZ)	Up to $1,000,000	Any one of the authorities within BNZ to approve.
	Over $1,000,000	One of the following: Financial Controller, Finance Business Partner Manager, Finance Director, GM Assurance, Finance, and Risk.
CARL Account (only Financial Controller and Financial Accountant can action)	No limit	N/A
External bank transfer	Up to $30,000	One of the following: Financial Controller, Finance Business Partner Manager, Finance Director, GM Assurance, Finance, and Risk.
	Up to $650,000	One of the following: Finance Director, or GM Assurance, Finance, and Risk.

Table 2: *Officers who are authorised to enter into (and exit from) bank transactions up to a specified value.*

5. An officer (other than the Chief Executive) may not delegate their financial delegations to another officer.
6. Transactions must not be segregated into separate, repeat, related or ancillary transactions for the purpose of avoiding a breach of a financial delegation limit.
7. When determining whether a transaction exceeds the capital expenditure or operational expenditure limits, repeat, related or ancillary transactions must be aggregated:
   - If in doubt over whether separate, repeat, related or ancillary transactions are to be aggregated (especially transactions outside the ordinary course of business) an officer is required to consult their reporting manager.
   - Aggregation of transactions is not necessary where the transaction concerns:
     - tax obligations incurred or paid in the ordinary course of businessemployee remuneration (payroll);
     - execution of borrowing instruments where borrowing has been approved under the Long Term Plan, and the instrument is consistent with the Treasury Management Policy;
     - instalment payment of grants where a targeted rate is the funding source.
8. The value of a contract or deed must be calculated as the total value over the full term of the contract or deed including any rights of renewal.
9. A transaction (including any termination or variation) must be for the efficient conduct of Council affairs and be consistent with the Long Term Plan and/or Annual Plan.
10. In relation to the borrowing of money or the acquisition and disposal of assets, the transaction must be in accordance with the Long Term Plan.

Explanatory Note:
A transaction for the purpose of this sub-delegation comprises any (or any combination of) assignments, deeds, goods, services, real estate, gifts, grants, guarantees, indemnities, settlements, borrowing, waivers, acquisition or disposal of other assets

Specified Officer Categories

Category A Officer
Assurance, Finance and Risk General Manager
Category B Officers
General Manager Community Services
General Manager Corporate Services
General Manager Planning & Development
General Manager Property & Infrastructure
General Manager Strategy & Policy
Property Director
People & Capability Director
Programme Director - WSCCO

Category C Officers
Commercial & Procurement Manager
Finance Director
General Counsel
Infrastructure Delivery & Engineering Manager
Infrastructure Operations Manager
Infrastructure Programme Manager
Investment & Support Services Manager
Manager Development Engineering & Subdivision
Parks Manager
Programme Director (Strategic Projects)
Sports & Recreation Manager
Strategy and Infrastructure Planning Manager
Strategic Asset Manager
Regulatory Manager

Category D Officers
Asset Manager (Three Waters & Waste Minimisation)
Asset Manager (Transportation)
Assurance & Risk Manager
Building Services Manager
Business Projects Manager
Business Support Manager
Chief Information Officer
Community Partnerships Manager
Director Democracy Services
Economic Development Manager
Engineering Manager
Facilities & Fleet Manager

Category D Officers continued…
Financial Accountant
Financial Controller
Financial Services Manager
ICT Manager
Infrastructure Development Engineering Manager
Library Services Manager
Māori Strategy and Partnerships Manager
Operations & Contracts Manager (Three Waters)
Operations & Contracts Manager (Solid Waste)
Organisation Performance Manager
Organisational Development Manager
Parks & Open Spaces Planning Manager
Parks Operations – Contracts Manager
Parks Operations - Service Delivery Manager
Planning & Development Technical Support Manager
Planning Policy Manager
PMO Advisory Manager
Policy Manager
Procurement Manager
Programme Manager
Programme Manager (Growth Areas)
Project Manager
Project Manager - Operations & Compliance
Project Manager - Roading
Project Manager (Three Waters)
Property Advisory Manager
Property Projects Manager
Queenstown Events Centre Operations Manager
Recreation Centre Manager Wanaka
Regulatory Support, Animal Control and Parking Manager

Category D Officers continued…
Resource Consents Manager
Resilience & Climate Action Manager
Roading Operations & Contracts Manager
Senior Investment Advisor
Senior Land Development Engineer
Senior Project Manager
Strategic Growth Manager
Strategic Project Manager
Strategy Planning Manager (Three Waters)
Strategy Planning Manager (Transport)
Strategy Planning Manager (Waste Minimisation)
Team Leader Parks Delivery
Team Leader - Resource Consents (Queenstown)
Team Leader – Resource Consents (Wānaka)
Team Leader - Subdivisions
Planning & Development Technical Support Manager

Category E Officers
Accounts Receivable Team Leader
Alcohol Licensing Inspector Manager
Aquatics Manager
Asset Data Engineer
Assistant Leasing Manager – Acquisitions and Disposals
Associate Counsel, RMA and Regulatory
Business Planning Manager
Business Process Team Leader
Communications & Marketing Advisor
Community Partnerships Manager
Customer Services Manager
Democracy Services Manager

Category E Officers continued…
Engagement & Communications Manager
Environmental Health Officer Manager
Executive Assistant to the Chief Executive
Executive Assistant to the General Manager – Planning & Development
Executive Assistant to the General Manager – Property & Infrastructure
Executive Assistant to the General Manager – Strategy & Policy
Executive Assistant to the Mayor
Facilities Contract Manager
Golf Team Leader
Information and Records Manager
Infrastructure Development Engineer
Leasing Manager

Monitoring, Enforcement and Environment Manager
Parking Team Leader
Parks Officer, Arborist
Parks Officer, Contracts
Parks Officer, Cemeteries and Heritage
People & Capability Operations Manager
Rates Team Leader
Recreation Programmes Coordinator
Regulatory Process Improvement Specialist
Regulatory Support Team Leader
Relationship Manager, Arts & Events
Roading Contracts Technician
Senior Business Support Advisor
Senior Civil Engineer
Senior Civil Engineer – Transport
Senior Employment Relations Advisor
Swim School Manager

Category E Officers continued…
Waterways Regulatory Services Manager
Venues Manager
Category F Officers: Officers authorised to hold and use a P-Card
Alcohol Licensing Inspector
Aquatics Maintenance (Queenstown/ Wānaka)
Asset and Investment Advisor
Assistant Financial Accountant
Assistant Leasing Manager - Acquisitions and Disposals
Branch Library Manager, Frankton
Branch Library Manager, Upper Clutha
Branch Library Manager, Whakatipu
Building Control Officer

Children's Librarian
Collections Librarian
Communications & Marketing Advisor
Community Venues Team Leader
Coordinator (Facilities Maintenance)
Customer Services Advisor
Customer Services Team Leader
Customer Services Operations Coordinator (Wānaka)
Customer Services Supervisor (Wānaka)
Democracy Advisory Support
Duty Supervisor
EA to the Chief Executive
EA to the General Manager - Community Services
EA to the General Manager - Property & Infrastructure
EA to the General Manager – Assurance, Finance & Risk
EA to the Mayor
EA/Corporate Administration Support
Economic Development Programme Manager
Engagement and Communications Manager

Category F Officers: Officers authorised to hold and use a P-Card continued…
Events Coordinator, Sports & Venues
Executive Assistant, Strategy & Policy
Facilities & Fleet Manager
Gardener Supervisor
Health & Fitness Aquatics Supervisor (Wānaka)
Health & Fitness Gym Supervisor
Health and Safety Advisor
ICT Manager
Infrastructure Administrator (Strategy & Asset Planning)
Infrastructure Contracts Administrator
Land Development Engineer Cadet
Legal Executive
Library Services Manager
Maintenance Coordinator
Monitoring, Enforcement and Env. Team Leader

One Roading Network Technician
Organisation Development Manager
Parking Coordinator
Parks Administrator
Parks Officer Contracts
Parks Operations - Contracts Manager
Parks Operations - Service Delivery Manager
Parks Officer - Service Delivery
Parks Service Delivery Manager
Payroll Officer
People & Capability Advisor
People & Capability Coordinator
Planning & Development Technical Support Manager
Process Improvement Specialist
Programme Coordinator
Project Manager
Project Manager - Value Improvement
Property Projects Manager

Category F Officers: Officers authorised to hold and use a P-Card continued…
Recreation Programmes Coordinator (Queenstown)
Regulatory Support
Relationship Manager, Arts & Events
Roading Contracts Technician
Sales & Service Supervisor
Sales & Service Supervisor (Wānaka)
Senior Animal Control Officer (Queenstown)
Senior Organisation Development Partner
Senior Planning & Development Technical Support (Queenstown)
Senior Regulatory Support
Senior Wellbeing Advisor
Sports & Recreation Business Operations Coordinator
Subdivision Officer
Swim School Administrator
Team Leader - Building Support
Team Leader - Parks Delivery
Town Custodian & Gardener Supervisor (Wānaka)
Town Custodian Supervisor (Queenstown)
Venues Booking Coordinator – Wānaka
Venue Support Supervisor
Wānaka Facility Coordinator

Sub-Delegations Statutory

The officers specified in "Delegate" column of tables in this section are delegated to perform the powers, functions and duties in the "Description" column. Every exercise of this sub-delegation must comply with Schedule 1 "*General rules applying to all delegations – Queenstown Lakes District Council*" found on page 183 of these delegations.

A

Amusement Devices Regulations 1978		
Section	**Description**	**Delegate**
8	To grant a certificate of registration which is subject to conditions or decline an application for registration	> Monitoring, Enforcement & Environmental Officer
11	To grant a permit which is subject to conditions or decline an application for a permit	> Monitoring, Enforcement & Environmental Officer
16	Power to require improvements to be made, and to require further engineering inspection	> Monitoring, Enforcement & Environmental Officer
17	Power to cancel or suspend an amusement devices registration certificate	> Monitoring, Enforcement & Environmental Officer

Animal Welfare Act 1999		
Section	**Description**	**Delegate**
139	Obligation to destroy sick, diseased or injured animals	> Regulatory Support, Parking & Animal Control Manager
173	Power to recover costs from owner or person in charge of animal	> Regulatory Support, Parking & Animal Control Manager

Arts Council of New Zealand Toi Aotearoa Act 2014		
Section	**Description**	**Delegate**
14	Application to be a community provider	> Relationship Manager Arts & Events
15	Determine or recommend funding to community arts projects	> Relationship Manager Arts & Events

B

Biosecurity Act 1993		
Section	**Description**	**Delegate**
14	Power to take the actions prescribed (except for paragraph (db))	> General Manager Property & Infrastructure > General Manager Community Services > Regulatory Manager
142B	Power to provide information to the Director-General for inclusion in the biosecurity database	> Rates Team leader > Rates Officer

Births, Deaths, Marriages, and Relationships Registration Act 1995		
Section	**Description**	**Delegate**
75E	The power to request the Registrar-General to provide a copy of all entries made in the access register in relation to any person	> Senior Monitoring, Enforcement & Environmental Officer > Associate Counsel

Building Act 2004		
Section	**Description**	**Delegate**
19	Authority to establish compliance with the Building Code	> Building Control Officers
28	Authority to consider warnings and bans under Section 26 of the Building Act at grant of Building Consent and issue of Code Compliance Certificate.	> Building Control Officers
31	Authority to apply for project information memorandum (PIM) and provide a copy of a PIM to the owner of a property	> Principal Building Advisor > Team Leader – Building Support > Building Control Officers
33	Authority to determine information required for an application for a project information memorandum (PIM), including project information memorandum (PIM) for non-consented small stand-alone dwelling.	> Principal Building Advisor > Team Leader – Building Support > Building Control Officers > Project Information Memoranda (PIM) Officer
34	Authority to issue a project information memorandum (PIM) including project information memorandum (PIM) for non-consented small stand-alone dwelling, including all information and attached documents required under sections 35 and 35A of the Building Act 2004.	> Principal Building Advisor > Team Leader – Building Support > Building Control Officers > Project Information Memoranda (PIM) Officer
34 A	Power to extend lapse period of project information memorandum for non-consented small stand-alone dwelling.	> Building Control Officers > Building Support Officers > Senior Building Support Officer > Team Leader – Building Support > Team Leader – Building Consents

Building Act 2004 continued...		
Section	**Description**	**Delegate**
34 (4)	To determine if any PIM already issued contains an error or omission, or determine if any information received affects that PIM and re-issue the PIM	> Principal Building Advisor > Team Leader – Building Support > Building Control Officers > Project Information Memoranda (PIM) Officer
36	Power to attach a DCN to a project information memorandum (PIM) including project information memorandum for non-consented small stand-alone dwelling.	> Principal Building Advisor > Team Leader – Building Support > Building Control Officers > Project Information Memoranda (PIM) Officer
37	Authority to attach and issue certificates regarding requirement for resource consent	> Principal Building Advisor > Team Leader – Building Support > Project Information Memoranda (PIM) Officer
38	Authority to provide a PIM to a network utility operator or statutory authority	> Principal Building Advisor > Team Leader – Building Support > Building Control Officers
39	Requirement to advise heritage New Zealand Pouhere Taonga that in five days of receiving an application for a PIM/BC where the application affects a registered historic place historical area or wahi tapu	> Principal Building Advisor > Team Leader – Building Support > Building Control Officers > Project Information Memoranda (PIM) Officer

Building Act 2004 continued…		
Section	**Description**	**Delegate**
45	The authority to determine plans, specifications and other information required in an application for a building consent	> Principal Building Advisor > Team Leader – Building Support > Building Control Officers
45A	Authority to record a minor variation to a building consent	> Building Control Officers
46	The duty to provide copies of applications to the Fire and Emergency New Zealand (FENZ) as required	> Building Control Officers
47	Authority to consider FENZ memorandum for provisions for means of escape from fire and the need for persons who are authorised by law to enter the building to undertake firefighting	> Building Control Officers
48-49	The authority to grant or refuse an application within the time limits specified, and the power to require further information	> Building Control Officers
50	The authority to give notice and reasons of a refusal to grant a building consent	> Principal Building Advisor > Building Control Officers
51	The power to issue a building consent	> Building Control Officers
52	Power to extend lapse period	> Building Control Officers > Building Support Officers > Senior Building Support Officers > Team Leader – Building Support > Team Leader – Building Consents
53(2)(b)	Authority to collect the levy at the time the Building Consent is granted.	> Building Control Officers > Building Support Officer
54	The duty to advise applicants the amount of levy for which they are liable	> Building Control Officers > Building Support Officer
58	Responsibility for the liability to the Territorial Authority to pay levy.	> Building Services Manager

Building Act 2004 continued…		
Section	**Description**	**Delegate**
59	Responsibility to pay monthly to the CEO of the Ministry of Business, innovation and employment for housing building levies collected on its behalf	> Building Services Manager
62	The power to recover unpaid levies from applicants	> Principal Building Advisor > Team Leader – Building Support > Building Control Officers

Building Act 2004 continued…		
Section	**Description**	**Delegate**
64	The duty to keep in safe custody all records and Building Consents issued including the estimated value of the building work	> Principal Building Advisor > Team Leader – Building Support > Building Control Officers
67	Power to grant a consent subject to a waiver or modification of the building code	> Senior Building Control Officer – Inspections > Senior Building Control Officer – Processing
68	Authority to notify the Chief Executive of the Ministry of Business, Innovation and Employment if a consent is granted subject to a waiver or modification of the building code	> Senior Building Control Officer – Inspections > Senior Building Control Officer – Processing
70	Ability to refer applications for energy work to the Chief Executive of the Ministry of Business, Innovation and Employment	> Principal Building Advisor > Building Services Manager
71	Authority to refuse any building consent in relation to land with natural hazards	> Principal Building Advisor > Team Leader – Building Compliance (Inspections) > Team Leader – Building Consents (Processing)
72	Authority to grant any building consent in certain situations involving natural hazards	> Principal Building Advisor > Team Leader – Building Compliance (Inspections) > Team Leader – Building Consents (Processing)

Building Act 2004 continued…		
Section	**Description**	**Delegate**
73	Authority to carry out the notification obligations for building consent where it is issued under section 72, natural hazards	> Principal Building Advisor > Team Leader – Building Support > Team Leader – Building Compliance (Inspections) > Team Leader – Building Consents (Processing)
74	Authority to carry out the further notification obligations under subsection (4)	> Building Services Manager
75 and 77	Authority to issue a certificate in relation to a building on 2 or more allotments of 1 or more existing subdivisions	> Building Services Manager > Principal Building Advisor > Team Leader – Building Consents (Processing)
83	Authority to authenticate a certificate for the construction of a building on two or more allotments	> Principal Building Advisor > Team Leader – Building Compliance (Inspections) > Team Leader – Building Consents (Processing)
90	Authority to undertake inspections relating to a Building Consent.	> Building Control Officers
91	Power to issue a CCC in respect for building work in which consent has been granted	> Principal Building Advisor > Building Control Officers
93	Authority to determine whether to issue a code compliance certificate within a certain time	> Building Control Officers
93(2)(b)	Authority to determine whether to issue a CCC within a certain time where no application is made	> Building Control Officers > Team Leader – Building Support
94 and 95	Authority to issue a code compliance certificate if satisfied of certain matters	> Building Control Officers

Building Act 2004 continued…		
Section	**Description**	**Delegate**
95A	Authority to notify the applicant when refusing to issue code compliance certificate and to provide reasons	> Principal Building Advisor > Team Leader – Building Compliance (Inspections) > Team Leader – Building Consents (Processing) > Building Control Officers > Team Leader – Building Support (Only 93(2)(b) cases)
96	Power to issue or decline to issue a certificate of acceptance	> Principal Building Advisor > Team Leader – Building Compliance (Inspections) > Team Leader – Building Consents (Processing) > Building Control Officers
97	Power to determine other information required for an application for a certificate of acceptance	> Building Control Officers
98	Authority to determine whether to issue certificate of acceptance and whether to require further reasonable information	> Principal Building Advisor > Team Leader – Building Compliance (Inspections) > Team Leader – Building Consents (Processing) > Building Control Officers
99	Authority to issue a certificate of acceptance in relation to part of a building work	> Principal Building Advisor > Team Leader – Building Compliance (Inspections) > Team Leader – Building Consents (Processing) > Building Control Officers

Building Act 2004 continued…		
Section	**Description**	**Delegate**
99AA	Give applicant written notice where withholding a certificate of acceptance under s 208 of the Local Government Act 2002	> Principal Building Advisor > Team Leader – Building Compliance (Inspections) > Team Leader – Building Consents (Processing) > Building Control Officers
99A	Give application written notice where refusing to issue certificate of acceptance	> Senior Building Control Officer – Inspections > Senior Building Control Officer - Processing
102	Authority to issue a compliance schedule	> Building Control Officers
103	Authority to establish the content of a compliance schedule	> Building Control Officers
104	Authority for the Building Consent Authority to notify the Territorial Authority upon issue of a Compliance Schedule.	> Building Control Officers
106, 107 and 109	Power to amend a compliance schedule, and carry out other administrative tasks under these sections	> Building Control Officers
110	To require production of annual written reports on compliance schedules	> Principal Building Advisor > Team Leader – Building Compliance (Inspections) > Compliance Officer

Building Act 2004 continued…		
Section	**Description**	**Delegate**
111	Authorise any agents of the Council to carry out inspections under this section	> Building Services Manager > Principal Building Advisor > Team Leader – Building Support > Team Leader – Building Compliance (Inspections) > Team Leader – Building Consents (Processing)
112	Authority to grant building consent for the alteration of an existing building if satisfied of certain matters	> Principal Building Advisor > Team Leader – Building Consents (Processing) > Building Control Officers
113	Authority to grant building consent and determine conditions of a building consent in relation to buildings with specified intended lives	> Principal Building Advisor > Building Control Officers
115	Authority to determine the change of use of buildings, and give the necessary written notice	> Senior Building Control Officer – Inspections > Senior Building Control Officer – Processing
116	Authority to determine consent to an extension of life of a building, and give the necessary written consent	> Senior Building Control Officer – Inspections > Senior Building Control Officer – Processing
116A	Consider aspects of the Building code before a RMA section 224(f) certificate can be issued including means of escape from fire, access and facilities for persons with disabilities, protection of other property.	> Principal Building Advisor > Team Leader – Building Consents (Processing) > Building Control Officers

Building Act 2004 continued…		
Section	**Description**	**Delegate**
121-124	Authority to determine that a building is dangerous, affected, earthquake-prone or insanitary, and take any of the specified actions	> Principal Building Advisor > Team Leader – Building Compliance (Inspections) > Team Leader – Building Consents (Processing) > Building Services Manager > Senior Building Control Officer - Inspections
126	Power to make an application to the District Court for an order authorizing works to be carried out by the Council	> Building Services Manager
129	Power to take measures to avoid immediate danger to the safety of people or to fix insanitary conditions	> Building Services Manager > Principal Building Advisor
133AF	Power to identify any part of a public building, road, footpath or other thoroughfare in an area of medium or high seismic risk as a priority building	> Building Services Manager > Principal Building Advisor
133AG & 133AK	Power to identify a building or any part of a building as earthquake prone	> Building Services Manager > Principal Building Advisor
133AL	Power to issue notice for earthquake prone buildings	> Building Services Manager > Principal Building Advisor
133AN	Power to exempt from requirement	> Building Services Manager > Principal Building Advisor
133AO	Power to extend the deadline for completing seismic work on certain heritage buildings	> Building Services Manager > Principal Building Advisor
133AT	Power to assess building consents for alterations to buildings subject to an Earthquake Prone Building notice	> Principal Building Advisor > Building Control Officers

Building Act 2004 continued…		
Section	**Description**	**Delegate**
162D	Manage residential pool inspections to determine barriers comply with Building Act section 162C	> Building Services Manager
164	Authority to issue notices to fix	> Building Services Manager > Principal Building Advisor > Team Leader – Building Compliance (Inspections) > Team Leader – Building Consents (Processing) > Senior Building Control Officer
165	Authority to establish form and content of a Notice to Fix	> Building Control Officers
166	Authority to apply special provisions for Notices to Fix where building work has not been carried out within the District.	> Building Control Officers
167	Authority to confirm or refuse to confirm notice to fix has been complied with and to provide notice	> Building Services Manager > Principal Building Advisor > Senior Building Control Officer – Inspections > Team Leader – Building Compliance (Inspections)
177 and 178	Power to apply to the Chief Executive of the Ministry of Business, Innovation and Employment for a determination	> Principal Building Advisor > Team Leader – Building Compliance (Inspections) > Team Leader – Building Consents (Processing)
180	Power to withdraw an application for a determination	> Principal Building Advisor > Team Leader – Building Compliance (Inspections) > Team Leader – Building Consents (Processing)

Building Act 2004 continued…		
Section	**Description**	**Delegate**
208 and 209	Power to decide whether to appeal a determination and to commence proceedings	> Building Services Manager
212	Power to act as the building consent authority	> Building Services Manager
215	Apply for and gain accreditation as a building consent authority	> Building Services Manager
216	Keep all records relevant to the administration of the Building Act	> Principal Building Advisor > Team Leader – Building Support > Team Leader – Building Compliance (Inspections) > Team Leader – Building Consents (Processing)
217	Provide access to information held under section 216 to the public	> Building Services Manager > Principal Building Advisor > Team Leader – Building Support > Team Leader – Building Compliance (Inspections) > Team Leader – Building Consents (Processing)
218	The duty to provide information to the Chief Executive of the Ministry of Business, Innovation and Employment	> Building Services Manager
219	Authority to impose fees or charges as provided by Council and collect the levy under S53 and to refuse service where the fees or charges are not paid	> Principal Building Advisor > Team Leader – Building Support > Building Control Officers
220	Authority to give notice under section 220(3) and then to apply to the District Court for an Order to carry out building work	> Building Services Manager

Building Act 2004 continued…		
Section	**Description**	**Delegate**
221	To exercise the powers to recover costs under this section	> Building Services Manager
222	The power to authorise officers of the Council to carry inspections and therefore be authorised officers under this Act	> Building Services Manager
227	Ability to apply to the District Court for an authorized officer to enter a household unit for the purpose of undertaking an inspection under Section 222	> Building Services Manager > Principal Building Advisor
238	Authority to perform duties of a Building Consent Authority	> Building Control Officers
239	Authority for the Building Consent Authority to provide information to the chief executive.	> Building Control Officers
240	Authority for the Building Consent Authority to impose fees or charges and collection of levy.	> Building Support Officer
363A	The power to issue certificates of public use and specify conditions in those certificates. Authority to require further reasonable information from the applicant, and the time period for providing that information from the applicant	> Principal Building Advisor > Building Control Officers > Team Leader – Building Compliance (Inspections)
371B	The power to appoint enforcement officers and authorise any of the Council's officers to issue infringement notices under this and provide for warrants of appointment to be issued	> Regulatory Manager > Building Services Manager
372	Power to issue infringement notices	> Building Services Manager > Regulatory Manager
375	Ability to prosecute any offences under this act	> Building Services Manager > Regulatory Manager
377 and 378	Authority to file a charging document for an offence against the Building Act 2004	> Building Services Manager
381	Authority to seek an injunction.	> Building Services Manager

Building Research Levy Act 1969

Section	Description	Delegate
9	If the Council has been appointed an agent under section 9, receiving any levies payable.	> Building Services Manager

Burial and Cremation Act 1964

Section	Description	Delegate
18	Requirement to separately account for cemetery revenue	> Assurance, Finance & Risk - General Manager
52(2)	Authority to implement requirements of a notice issued under section 52(2)	> Parks Officer

Burial and Cremation (Removal of Monuments and Tablets) Regulations 1967

Section	Description	Delegate
3	Power to serve notices	> Parks & Open Spaces Planning Manager > Parks Officer
4	Power to give notices	> Parks & Open Spaces Planning Manager > Parks Officer
5	Power to remove dilapidated or neglected monuments or tablets	> Parks & Open Spaces Planning Manager > Parks Officer

C

Camping Ground Regulations 1985		
Section	**Description**	**Delegate**
3	Power to decide whether or not to register camping grounds in accordance with these regulations and the Health (Registration of Premises) Regulations 1966	> Environmental Health Officer
14	Power to grant certificates of exemption, and renew certificates of exemption as the case may be	> Environmental Health Officer
5	Power to enforce the provisions of these regulations and cause regular inspections to be made	> Environmental Health Officer

Civil Defence Emergency Management Act 2002		
Section	**Description**	**Delegate**
64	Obligation to plan and provide for Civil Defence Emergency Management in the district	> General Manager Corporate Services

Conservation Act 1987		
Section	**Description**	**Delegate**
17F	Power to make submissions on conservation management strategies	> Parks & Open Spaces Planning Manager > Senior Parks & Reserves Planner
17K	Power to make submissions on freshwater fisheries management plans	> Parks & Open Spaces Planning Manager > Senior Parks & Reserves Planner
17M	Power to make submissions on sports fish and game management plans	> Parks & Open Spaces Planning Manager > Senior Parks & Reserves Planner
26ZZB	Power to make submissions on discussion document on controlled dog area or open dog area	> Parks & Open Spaces Planning Manager > Senior Parks & Reserves Planner
26ZZN	Power to request any information held by the Department in relation to the ownership of dogs	> Regulatory Manager

D

Dog Control Act 1996		
Section	**Description**	**Delegate**
10A	To report annually on the dog control policy, practices and other matters	> Regulatory Manager
10A(3)(a)	Give Public Notice of the final Section 10A report	> Regulatory Support, Parking and Animal Control Manager
10AA	To review Council's Policy on dogs and recommend to Council amendments to, or retention of, current provisions	> Regulatory Manager

Dog Control Act 1996 continued…		
Section	**Description**	**Delegate**
11	Power to appoint dog control officers	> Regulatory Manager
12	Power to appoint dog rangers	> Regulatory Manager
13	To issue warrants of appointment to dog control officers and dog rangers	> Regulatory Manager
14	Powers of entry (including power to authorise application for search and seizure warrant under sections 56 or 57)	> Regulatory Support, Parking & Animal Control Manager
20	To review Council's Dog Control Bylaw and recommend to Council amendments to, or retention of, current provisions.	> Regulatory Manager
21	Power to classify probationary owners	> Regulatory Manager
23A	Power to require owner to undertake training	> Regulatory Manager
25	Power to disqualify owners	> Regulatory Manager
30	Requirement to maintain records and provide information	> Regulatory Support, Parking & Animal Control Manager
31	Power to classify dangerous dogs	> Regulatory Manager
32 and 33	Provide written consent to the disposal of a dangerous dog to any person, and make a determination under section 32(5)(b)	> Regulatory Manager
33A	Power to classify menacing dogs	> Regulatory Manager
33C	Determination of certain breeds as menacing dogs	> Regulatory Manager
33EB	Power to require neutering of menacing or dangerous dog classified by another territorial authority when subsequently registered by this Council	> Regulatory Support, Parking & Animal Control Manager
33E& 33EB	Power to require an owner to produce a veterinarian’s certificate	> Animal Control Officer
33ED	Determination not to classify dog as dangerous or menacing	> Regulatory Manager

Dog Control Act 1996 continued…		
Section	**Description**	**Delegate**
34	Power to keep and maintain a register of dogs	> Regulatory Support, Parking & Animal Control Manager
35	Power to supply or refuse to supply certain information	> Regulatory Support, Parking & Animal Control Manager > Associate Counsel
35A	Power to supply information to a person or organization nominated by the Secretary for Local Government	> Regulatory Support, Parking & Animal Control Manager > Associate Counsel
36	Power to supply information to owners	> Regulatory Support, Parking & Animal Control Manager
36A	Power to instruct owner of dangerous or menacing dog to make dog available for verification of microchip	> Animal Control Officer
38 and 39	Refunds and reductions of fees	> Customer Services Advisor > Senior Regulatory Support > Animal Control Officer
40	Power to require statement regarding working dogs and neutered dogs	> Customer Services Advisor > Regulatory Support > Animal Control Officer
55	To consider an objection to barking dog notice, and to confirm, modify or cancel the notice	> Regulatory Support, Parking & Animal Control Manager
64(5)	To require the owner of a dog to pay for the destruction of a dog	> Regulatory Manager
N/A	To waive the requirement for the owner of a dog to pay for the voluntary destruction of a dog. Limits on exercise of delegation: transaction must be within the officer's financial delegation	> Regulatory Support, Parking & Animal Control Manager
65	The execution and filing of a charging document in respect of infringement offences	> Regulatory Support
66	To authorise persons other than dog control officers to issue infringement notices	> Regulatory Manager
67	Power to enter into an agreement with any person for the custody, care and exercise of impounded, seized or committed dogs	> Regulatory Manager

Dog Control Act 1996 continued…		
Section	**Description**	**Delegate**
69 and 69A	Give notice under section 69(2) and subsequently dispose of a dog, and undertake all other administrative requirements including cost recovery	> Regulatory Support, Parking & Animal Control Manager
70	Determine application by owner for return of barking dog, and that requirements of s70(5) are met	> Regulatory Support, Parking & Animal Control Manager
70	Dispose of a dog, and undertake all other administrative requirements including cost recovery	> Regulatory Support, Parking & Animal Control Manager
71	To carry out any duties relating to custody of dogs	> Regulatory Support, Parking & Animal Control Manager
71	To make decisions about the retention of dog threatening public safety	> Regulatory Support, Parking & Animal Control Manager
71(3)	To give written notice to the person claiming the dog	> Regulatory Support, Parking & Animal Control Manager
71(5)	To determine applications for release of the dog	> Regulatory Support, Parking & Animal Control Manager
71(8)	Dispose of a dog in manner authorised by section 69(3), and undertake all other administrative requirements including cost recovery (including debt recovery proceedings)	> Regulatory Support, Parking & Animal Control Manager
71A	Give notice under section 71A(1) and (2), and subsequently dispose of a dog, and undertake other administrative requirements including cost recovery	> Regulatory Support, Parking & Animal Control Manager

Dog Control (Prescribed Forms) Regulations 1996		
Section	**Description**	**Delegate**
3	Power to alter forms prescribed by regulations	> Regulatory Support Team Leader

E

Electricity Act 1992		
Section	**Description**	**Delegate**
24, 24A	Power to set reasonable conditions over the opening up of any road and recover reasonable costs	> General Manager Property & Infrastructure
25	Power to receive notices of intention to open any road	> General Manager Property & Infrastructure
32	Power to require works to be moved	> General Manager Property & Infrastructure

F

Family Violence Act 2018		
Section	**Description**	**Delegate**
S231(4) Using the criteria in S232	All of the Council's responsibilities, duties and powers under this part and the associated regulations	> Rates Team Leader > Information &Records Manager

Fast-track Approvals Act 2024		
Section	**Description**	**Delegate**
s11(a)	Power to exercise Council's powers for Consultation for a referral application	> General Manager Planning and Development > Manager Resource Consents
s17	Power to exercise Council's powers for comment on a referred application	> General Manager Planning and Development > Manager Resource Consents
s29	Power to exercise Council's powers for Consultation for a substantive application	> General Manager Planning and Development > Manager Resource Consents
s53	Power to exercise Council's powers for comment on a substantive application	> General Manager Planning and Development > Manager Resource Consents
s67	Power to provide further information and/or commission a report at the request of the EPA in relation to a substantive application	> General Manager Planning and Development > Manager Resource Consents
s70	Power to exercise Council's powers for comment on a draft conditions relating to a substantive application	> General Manager Planning and Development > Manager Resource Consents
s99(1)(b) s99(2)	Power to lodge appeal to High Court on points of law Power to seek leave to appeal from Supreme Court	> General Manager Planning and Development
s104(1)	Power to recover costs	> General Manager Planning and Development

Fast-track Approvals Act 2024 continued...		
Section	**Description**	**Delegate**
Schedule 3(3)	Power to exercise Council's power to nominate a member for an expert panel	> General Manager Planning and Development > Manager Resource Consents

Fencing Act 1978		
Section	**Description**	**Delegate**
5	Power to execute and register fencing covenants on title where land is contiguous to reserve vested in or administered by Council	> Parks & Open Spaces Planning Manager
6	Power to request removal of fencing covenants from title where land is vested in or administered by Council	> Parks & Open Spaces Planning Manager > Parks Officer

Food Act 2014		
Section	**Description**	**Delegate**
54	Authority to refuse to process application for registration of Food Control Plan	> Environmental Health Officer
55	Authority to require further information in support of application for registration of Food Control Plan	> Environmental Health Officer

Food Act 2014 continued…		
Section	**Description**	**Delegate**
57	Authority to refuse to register Food Control Plan	> Environmental Health Officer
60	Authority to impose reasonable conditions on registration of Food Control Plan	> Environmental Health Officer
62	Mandatory Suspension Authority to suspend, at any time, any or all of the operations conducted under a registered Food Control Plan	> Environmental Health Officer
63	Authority to extend period of mandatory suspension of Food Control Plan	> Environmental Health Officer
67	Authority to cancel registration of a Food Control Plan	> Environmental Health Officer
82	Authority to process applications for registration of appropriate National Programme	> Environmental Health Officer > Regulatory Support
84	Authority to refuse to process application for registration of National Programme	> Environmental Health Officer
85	Authority to require further information in support of application for registration of National Programme	> Environmental Health Officer > Regulatory Support
87	Authority to refuse to register National Programme	> Environmental Health Officer

Food Act 2014 continued…		
Section	**Description**	**Delegate**
89	Authority to impose reasonable conditions on registration of National Programme	> Environmental Health Officer
90	Mandatory Suspension - Authority to suspend, at any time, any or all of the operations conducted under a National Programme	> Environmental Health Officer
91	Authority to extend period of mandatory suspension of National Programme	> Environmental Health Officer
95	Authority to cancel registration of National Programme	> Environmental Health Officer
134	Authority to act as a recognized agency, person and class of person	> Environmental Health Officer > Food Act 2014 Recognised Verifier > Regulatory Support
137	Authority to manage and carry out verification functions and activities	> Environmental Health Officer > Food Act 2014 Recognised Verifier > Regulatory Support
140	Authority to conduct specified functions and activities as directed under s.155 and s.156	> Environmental Health Officer > Food Act 2014 Recognised Verifier > Regulatory Support
219	Authority to issue and cancel infringement notices	> Environmental Health Officer, who has been appointed by the Ministry for Primary Industries, as a Food Safety Officer
294-295	Powers of Verifiers	> Food Act 2014 Recognised Verifier

Food Act 2014 continued…		
Section	**Description**	**Delegate**
296-321	Powers of Food Safety Officers	> Environmental Health Officer, who has been appointed by the Ministry for Primary Industries, as a Food Safety Officer
322-326	Power to apply for, execute and act under search warrant	> Environmental Health Officer, who has been appointed by the Ministry for Primary Industries, as a Food Safety Officer
355	Application for review of decisions	> Senior Environmental Health Officer

Freedom Camping Act 2011		
Section	**Description**	**Delegate**
32	Power to appoint enforcement officers under this Act, and to arrange for the issue of warrants of appointment	> Regulatory Manager
39	Power to decide whether or not to return seized and impounded property	> Regulatory Manager
40	Authority to dispose of seized and impounded property in accordance with this section	> Regulatory Manager

G

Gambling Act 2003		
Section	**Description**	**Delegate**
98-100	Power to determine territorial authority consent applications pursuant to the class 4 venue policy	> Community & Services Committee

Gas Act 1992		
Section	**Description**	**Delegate**
25, 25A	Power to set reasonable conditions over the opening up of any road and recover reasonable costs	> General Manager Property & Infrastructure
26	Power to receive notices of intention to open any road	> General Manager Property & Infrastructure
33	Power to require fittings to have their position changed	> General Manager Property & Infrastructure

Government Roading Powers Act 1989		
Section	**Description**	**Delegate**
62	Consent to a delegations made by the New Zealand Transport Agency under section 62(1)	> General Manager Property & Infrastructure
64	Decision to surrender delegated powers and duties, and give required notice	> General Manager Property & Infrastructure
75	Power to agree on compensation	> General Manager Property & Infrastructure

H

Hazardous Substances and New Organisms Act 1996		
Section	**Description**	**Delegate**
12	Carry out the powers functions and duties of an enforcement officer (limited to matters specified in the warrant of appointment)	> Monitoring, Enforcement & Environmental Officer
97(1)(h)	Appoint enforcement officers to enforce the provisions of the Act as set out in section 97(1)(h)	> Monitoring, Enforcement and Environmental Manager
98(1)(a)	Coordination of inspection (excluding the transfer of functions)	> Regulatory Manager
100	Power to appoint suitably qualified enforcement officer together with power to designate officer as a district hazardous substances officer	> Regulatory Manager
109B	Authorise an application for an extension of time for a person to file a charging document under section 109A(1)	> Regulatory Manager
119	Authorise an enforcement officer to obtain and execute a search warrant (on approval of CEO)	> Regulatory Manager

Health Act 1956		
Section	**Description**	**Delegate**
23	Duty and powers to improve, promote and protect public health within the district	> Environmental Health Officer
28	Power to appoint suitably qualified environmental health officers	> Regulatory Manager
33	Power to cause the abatement of nuisance and recover the cost of the abatement from the owner/occupier	> Environmental Health Officer
34	Power to cause the immediate Abatement of Nuisance	> Environmental Health Officer
41	Power to issue cleansing order to require owners or occupiers to cleanse property	> Property Director > Environmental Health Officer
42(1)	Power to certify that a dwelling house is unfit for human habitation	> Property Director > Environmental Health Officer
42(2)	Power to certify that a dwelling house does not comply with any regulations made under section 120C of the Health Act 1956	> Property Director > Environmental Health Officer > Building Services Manager
42(3)	Power to issue a repair notice or closing order on receipt of certificate from Chief Engineer or any other officer of a local authority duly authorised	> Property Director > Environmental Health Officer > Building Services Manager
45	Power to cancel a closing order	> Regulatory Manager

Health Act 1956 continued…		
Section	**Description**	**Delegate**
53C	Power to make an advance to any owner served with a notice under section(s) 41, 42	> Regulatory Manager > Financial Services Team Leader
54	Power to grant consent for offensive trade with or without conditions Power to issue registration Power to refuse to register or to renew registration or to impose conditions	> Environmental Health Officer
58	Grant consent for stock sale-yards with or without conditions	> Environmental Health Officer
81	Power to authorise an environmental health officer to enter premises and carry out disinfection and cleansing	> Regulatory Manager
82	Obligation to disinfect and cleanse when ordered to do so by the Medical Officer of Health	> Environmental Health Officer
83	Power to destroy articles that cannot be effectively disinfected	> Environmental Health Officer
84	Power to establish mortuary, cleansing stations, provide vehicles and disinfectant	> Parks & Open Spaces Planning Manager > Regulatory Manager
86	Duty to Cause bodies to be buried or moved to a Mortuary when required by Medical Officer of Health	> Parks & Open Spaces Planning Manager > Parks Operations – Contracts Manager > Regulatory Manager
87	Receive and determine an application for injurious affection	Regulatory Manager
121	Duty and power to appoint suitably qualified environmental health officers	> Regulatory Manager
128	Power to authorise entry and inspection of specified facilities, and execution of works under this Act	> Regulatory Manager

Health (Burial) Regulations 1946		
Clause	**Description**	**Delegate**
14, 15	To maintain a register of funeral directors in accordance with these regulations	> Parks & Open Spaces Planning Manager > Parks Operations - Contracts Manager > Parks Officer
16, 17	Power to issue certificates of registration	> Environmental Health Officer
20	Power to issue Certificate of Fitness in respect of Mortuary	> Environmental Health Officer

Health (Registration of Premises) Regulations 1966		
Clause	**Description**	**Delegate**
4	To require all such particulars in any application for registration	> Environmental Health Officer
5	To register premises and issue certificates in accordance with this section, and to renew registration and issue new certificates accordingly	> Environmental Health Officer
8	To keep records of all registered premises, and provide for inspection of those records	> Environmental Health Officer
9	To serve notices under this regulation, and to determine to cancel registration of a premises	> Environmental Health Officer

Health and Safety at Work Act 2015 and Health and Safety at Work (General Risk and Workplace Management) Regulations 2016		
Section	**Description**	**Delegate**
45,46	Identification of hazards	> All employees > Other persons at workplace
30 (GRWM 5,6,7,8)	Elimination or minimisation of risks to health and safety Note: A person must comply with this to the extent to which the person has, or would reasonably be expected to have, the ability to influence and control the matter to which the risks relate.	> All Tier 2 and Tier 3 people managers > All employees
(GRWM 39)	Employees to be given results of monitoring	> All Tier 2 and Tier 3 people managers
36 (GRWM 9)	Provision of information to employees	> All Tier 2 and Tier 3 people managers
36 (GRWM 9)	Training and supervision of employees	> All Tier 2 and Tier 3 people managers
37,38	Duty to ensure that places of work are controlled. (Note, there is also a duty for a PCBU who manages or controls fixtures, fittings, and plant in a workplace)	> All Tier 2 and Tier 3 people managers
23,24, 25	Recording of Notifiable Events	> All Tier 2 and Tier 3 people managers
56	Notification to regulator of Notifiable Events	> Health and Safety Manager

** Tier 2 Managers are all direct reports to the Chief Executive; Tier 3 Managers are all direct reports to the General Managers, or Directors*

Heavy Motor Vehicle Regulations 1974		
Section	**Description**	**Delegate**
3	Authority to apply to New Zealand Transport Agency to alter road classification, give public notice of change in classification of road, and apply for a declaration, and undertake all actions under clause 3	> Asset Manager (Transportation)
11	Authority to exercise its powers a road controlling authority with respect to any bridge under its control	> Operations & Contracts Manager (Roading) > Asset Manager (Transportation)
12	Authority to declare a road or any specified part of a road to be a road construction zone	> Road Corridor Engineer

Heritage New Zealand Pouhere Taonga Act 2014		
Section	**Description**	**Delegate**
14	Power to enter into agreement with Heritage New Zealand Pouhere Taonga Act 2014	> General Manager Property & Infrastructure > General Manager Community Services > General Manager Planning & Development
74	Duty to have regard to recommendations of Heritage New Zealand Pouhere Taonga or Maori Heritage Council	> General Manager Property & Infrastructure > General Manager Community Services > General Manager Planning & Development

Impounding Act 1955

Section	Description	Delegate
3	Duty to provide and maintain a public pound and provide for separate holding of infected stock	> Regulatory Manager
4	Provision for joint pound administration	> Regulatory Manager
5	Requirement to give public notice of location of pound	> Regulatory Manager
6	Requirement to erect and maintain a notice board providing particulars	> Regulatory Manager
8	Obligation to appoint pound-keeper and power to appoint rangers and other persons.	> Regulatory Manager
9, 10, 11	Power to appoint a deputy and remove or suspend the pound-keeper and publicly notify these actions	> Regulatory Manager
12	Duty to keep stock infected with contagious disease separate	> Regulatory Manager
12	Pounds to be kept clean and in good order and stock to be provided sufficient food, water, care and attention	> Regulatory Manager
13	Pound book and impounding register to be maintained and open to inspection	> Animal Control Officer
14	Power to recover actual costs of providing sustenance	> Regulatory Support, Parking & Animal Control Manager
15	Power to recover driving charges for stock trespassing, straying or wandering on or near a road.	> Animal Control Officer
16	Power to require owner of trespassing stock to pay trespass rates to Council	> Animal Control Officer
23	Power to withhold delivery of stock impounded until trespass rates paid by owner	> Animal Control Officer

Impounding Act 1955 continued...		
Section	**Description**	**Delegate**
26	Power to release stock to its owner where land occupier notifies of intention to claim damages	> Regulatory Manager
32	Declare any fenced paddock a temporary pound with the consent of the occupier and appoint a keeper and fix a notice setting out specified information	> Regulatory Support, Parking & Animal Control Manager
38	Power to issue notice regarding wild stock trespassing on land and sell the stock if not removed	> Regulatory Manager
42	Power to dispose of wild stock straying on roads and dispose of carcass and retain proceeds	> Animal Control Officer
44	Power to expand pound temporarily	> Regulatory Manager
46	Obligation to give notice under subsections (1) and (2) of stock impounded	> Animal Control Officer
47	Power to detain stock impounded until all fees, rates, charges and expenses paid by owner	> Regulatory Manager
50	Power to authorise person to act as auctioneer for sale of impounded stock	> Regulatory Support, Parking & Animal Control Manager
52	Power to destroy diseased, injured, sick animal and arrange for destruction of animal and disposal of carcass	> Regulatory Support, Parking & Animal Control Manager
52	Authority to destroy worthless or suffering animals on notice	> Regulatory Support, Parking & Animal Control Manager
53	Power to dispose of unsold stock	> Regulatory Manager
56	Power to recover any deficiency in costs from the owner of stock	> Animal Control Officer

L

Land Drainage Act 1908		
Section	**Description**	**Delegate**
20	Power to object to Drainage Board interfering with road or footpath	> Operations & Contracts Manager (Three Waters)
61	Power to cleanse, repair or maintain a watercourse or drain	> Operations & Contracts Manager (Three Waters)
62	Power to order removal of obstructions from watercourse or drain	> Operations & Contracts Manager (Three Waters)
63A	Power to make an advance (on agreed terms) to landowner to comply with section 62 order	> Property Director

Land Transfer Act 2017		
Section	**Description**	**Delegate**
27, 28, 34	Power to authorise certification of electronic or paper instruments	> Senior Planner > Subdivision Officer > Property Director
73	Power to execute an instrument to transfer an estate or interest in land	> Property Director > Parks & Open Spaces Planning Manager > Subdivision Officer > Principal Planner Resource Consents

Land Transfer Act 2017 continued…		
Section	**Description**	**Delegate**
91, 92, 94	Power as lessor or lessee to execute an instrument to register, vary or surrender a registered lease	> General Manager Property & Infrastructure > Property Director > Parks & Open Spaces Planning Manager
97	Power as lessor or lessee to execute a registered lease that includes a covenant or right to purchase the fee simple estate	> General Manager Property & Infrastructure
100	Power to execute mortgage instruments or encumbrance instruments Limits on Exercise of Delegation > borrowing must be approved pursuant to a Ten Year Plan, Annual Plan or Council resolution; > transaction must be within the officer's financial delegation; and > transaction must be reported to next meeting of the Audit, Finance & Risk Committee.	> General Manager Property & Infrastructure
101	Power to execute variation of mortgage terms instruments Limits on Exercise of Delegation > borrowing must be approved pursuant to a Ten Year Plan, Annual Plan or Council resolution; > transaction must be within the officer's financial delegation; and > transaction must be reported to next meeting of the Audit, Finance & Risk Committee.	> General Manager Property & Infrastructure
102	Power to execute variation of priority of mortgages instruments Limits on Exercise of Delegation > borrowing must be approved pursuant to a Ten Year Plan, Annual Plan or Council resolution; > transaction must be within the officer's financial delegation; and > transaction must be reported to next meeting of the Audit, Finance & Risk Committee.	> General Manager Property & Infrastructure

Land Transfer Act 2017 continued…		
Section	**Description**	**Delegate**
112	Power to enter into a variation instrument to vary an easement or profit a prendre	> Property Director > Parks & Open Spaces Planning Manager
113, 114, 115	Power to apply to the Registrar to remove a fixed term or redundant easement, or profits a prendre from a record of title (for land owned / administered by Council or where Council holds such interest)	> Parks & Open Spaces Planning Manager > General Manager Property & Infrastructure
116	Power to execute an instrument to register a covenant on a record of title, or to revoke or vary a covenant.	> General Manager Property & Infrastructure
143	Power to apply to the Registrar for the lapse of a caveat against a dealing that affects Council's interest in land	> Property Director
144	Power as caveator to withdraw a caveat	> General Manager Property & Infrastructure
145	Power as caveator to consent to the registration of an instrument that affects the interests protected by the caveat	> General Manager Property & Infrastructure
172	Power to apply to the Registrar to bring alienated land under the Act	> Property Director
174	Power to lodge a caveat preventing the Registrar from bringing land under the Act, where Council has a registrable interest	> General Manager Property & Infrastructure

Land Transfer Act 2017 continued…		
Section	**Description**	**Delegate**
185, 191	Power to apply to the Registrar to issue a record of title for an access strip if Council is the adjoining owner, or has an interest in acquiring the land	> Property Director > Parks & Open Spaces Planning Manager > Subdivision Officer
202	Authority to consent as adjoining owner to the approval of a plan defining legal boundaries	> Parks & Open Spaces Planning Manager > General Manager Property & Infrastructure

Land Transport Act 1998, together with rules or regulations made under this Act		
Section	**Description**	**Delegate**
128D	Power to appoint parking wardens and provide for warrants of appointment to be issued	> Regulatory Manager
N/A	Power to take enforcement action under this Act or rules or regulations	> Parking Officers, severally
128E	Authority to engage towing contractor where bylaw or this Act or rules or regulations made under this Act are breached	> Parking Officers, severally > Regulatory Support
N/A	Authority to waive payment of any infringement fine where waiver criteria are met	> Regulatory Support
251	Authority to direct where seized an impounded vehicles are to be stored	> Regulatory manager > Regulatory Support > Parking Technical Advisor
253	Authority to dispose of a motor vehicle	> Parking Technical Advisor

Local Electoral Act 2001		
Clause	**Description**	**Delegate**
All	Duties and responsibilities under the Local Electoral Act 2001	> Electoral Officer

Litter Act 1979		
Section	**Description**	**Delegate**
5	Power to appoint litter control officers and provide for warrants of appointment to be issued	> Regulatory Manager
8	Power to appoint litter wardens	> Regulatory Manager
10	Power to require owners of private property to clear litter from their property (excluding the power to hear objections under this section)	> Regulatory Manager

Local Government Act 1974		
Section	**Description**	**Delegate**
319	Authority to undertake general powers of councils in respect of roads	> Development Engineering and Subdivision Manager
319A	Send a copy of the relevant resolution to the Registrar-General of Land and the Surveyor-General concerning the naming of roads	> General Manager Planning & Development
319B	To allocate property numbers and comply with procedural requirements	> General Manager Planning & Development
327A	Consider and determine applications for the cancellation of building-line restrictions	> Principal Planner Resource Consents
339	Transport Shelters: ***Consideration of objections pursuant to parts (2) to (7):*** > (2) Council to issue notice of shelter location to which objections may be made; > (3) Objections to be made within 14 days of notice; > (4) Council obliged to hold a hearing of objections; > (5) Hearing to take place with Council to consider the objection and either dismiss it; decide not to proceed with a proposal; or make modifications to the proposal; > (6) Council to make every effort to hear objectors together when there is more than one objection; > (7) Council unable to decide on an objection until all objectors heard.	> Public Transport Infrastructure Hearings Panel(to be formed as and when required) > Any three to make a hearings panel (including the Chair) Power to hear and make decisions on objections to the location of new public transport infrastructure, without further recourse to Council
348	Power to grant or decline an application to lay out or form any private road or private way, or grant or reserve a right of way over any private way, in the district	> Senior Planner > Subdivision Planner
459	Require owners of land or buildings to do certain drainage works, give the required notice, and carry out the works in accordance with this section	> General Manager Property & Infrastructure
467	Replace or repair or remove property and recover costs of such works	> General Manager Property & Infrastructure

Local Government Act 1974 cont..		
Section	**Description**	**Delegate**
Schedule 10	To impose conditions as to stopping of roads.	> General Manager Planning & Development > General Manager Property & Infrastructure
Schedule 10	To impose conditions as to the temporary prohibition of traffic on roads for events, public disorder, or any reason it is considered desirable, clause 11 (c), (d) & (e)	> General Manager Planning & Development > General Manager Property & Infrastructure
Schedule 10	To impose conditions as to the temporary prohibition of traffic on roads for construction, repair or traffic operations, clause 11 (a) & (b)	> Road Corridor Officer > Road Corridor Engineer > Team Leader – Engineering Acceptance > Manager Development Engineering and Subdivision

Local Government Act 2002		
Section	**Description**	**Delegate**
54G (1)(a)	Compile and maintain the register of members' pecuniary interests	> Stakeholder & Democracy Services Manager
54G (1)(b)	Provide advice and guidance to members in connection with their obligations under LGA2002 Part 4 Subpart 3 – Register of members' pecuniary interests	> Stakeholder & Democracy Services Manager
164	Power to seize and impound property	> Senior Monitoring, Enforcement & Environmental Officer
165	Power to apply for warrant to seize and impound property from private land	> Senior Monitoring, Enforcement & Environmental Officer
167	Authority to decide whether or not to return seized and impounded property.	> Regulatory Manager > Monitoring, Enforcement & Environmental Team Leader > Senior Monitoring, Enforcement & Environmental Officer
168	Authority to dispose of seized property in accordance with this section	> Regulatory Manager > Monitoring, Enforcement & Environmental Team Leader > Senior Monitoring, Enforcement & Environmental Officer
177	Power to appoint enforcement officer	> Regulatory Manager
186	Power to execute works when owner is in default	> Monitoring, Enforcement & Environmental Team Leader
187	Power to recover costs of works	> Monitoring, Enforcement & Environmental Team Leader

Local Government Act 2002 continued…		
Section	**Description**	**Delegate**
189	Power to acquire any land that may be necessary or convenient for the purposes of, or in connection with, any public work ***Limits on Exercise of Delegation*** > Transaction must be within the officer's financial delegation	> General Manager Property & Infrastructure
196	To consent to the discharge of trade wastes	> General Manager Property & Infrastructure
198	Power to require contributions for developments pursuant to any Council policy	> Subdivision Planner
s208 (1)(d)	Power to register a land charge under the Land Transfer Act in respect of unpaid development contributions	> General Manager Assurance Finance and Risk
209, 210	Refunds of money and return of land if development does not proceed	> General Manager Property & Infrastructure
245	Power to issue and serve an infringement notice for any infringement offence	> Monitoring, Enforcement & Environmental Officer

Local Government Official Information and Meetings Act 1987		
Section	**Description**	**Delegate**
10	Authority to seek written clarification where an oral request is made	> Senior Official Information Advisor > Democracy Advisory Support
11	To give reasonable assistance to those persons requesting information	> Senior Official Information Advisor > Democracy Advisory Support
12	To transfer requests and attend to subsequent notification	> Senior Official Information Advisor > Democracy Advisory Support

Local Government Official Information and Meetings Act 1987 continued…		
Section	**Description**	**Delegate**
13	Power to make decisions on requests	> Associate Counsel > General Manager Corporate Services > Stakeholder & Democracy Services Manager
13	Determine whether or not to charge for responding to information requests	> Associate Counsel > General Manager Corporate Services > Stakeholder & Democracy Services Manager
14	Power to extend time limits and to attend to subsequent notification	> Senior Official Information Advisor > Democracy Advisory Support > Associate Counsel
15	Power to determine the manner of presenting information and attend to subsequent notification	> Senior Official Information Advisor > Democracy Advisory Support > Associate Counsel
16	Power to determine deletions or redactions of information and attend to subsequent notification	> Senior Official Information Advisor > Democracy Advisory Support > Associate Counsel
17, 17A, 17B, 18	Determining whether or not to refuse a request for information, and providing reason(s) for refusal	> Associate Counsel > Stakeholder & Democracy Services Manager

Local Government Official Information and Meetings Act 1987 continued…		
Section	**Description**	**Delegate**
21	Determining access to internal rules affecting decisions, and providing reasons for refusing to provide information	> Associate Counsel > Stakeholder & Democracy Services Manager
22	Providing a written statement under this section	> Associate Counsel > Stakeholder & Democracy Services Manager
24	Taking precautions regarding access to personal information	> General Manager Corporate Services
25	Correction of information	> Senior Official Information Advisor > Democracy Advisory Support
26	Refusal to supply personal information	> Associate Counsel > Stakeholder & Democracy Services Manager
33	Requirements to notify decision of Ombudsman	> Associate Counsel > Stakeholder & Democracy Services Manager
44A	Making decisions on information to be included in Land Information Memoranda	> Building Services Manager
46	Provide for the public notification of meetings	> General Manager Corporate Services
46A, 49, 51	Provide for the availability of agendas, reports and minutes	> General Manager Corporate Services

Local Government Official Information and Meetings Act 1987 continued…		
Section	**Description**	**Delegate**
51A	Provide for the public notification of resolution at extraordinary meeting	> General Manager Corporate Services

Local Government (Rating) Act 2002		
Section	**Description**	**Delegate**
Subpart 2 of Part 1 – sections 7 - 26	Setting rates	> Not delegated – reserved to Council
Subpart 1 of part 5 – sections 118 - 130	Replacement of rates	> Not delegated – reserved to Council
Section 132	Power to delegate	> Not delegated – reserved to Council
All sections except sections 7 – 26, 118 – 130, and 132.	All functions, powers and duties under the Act except those reserved to Council	> Chief Executive > General Manager Assurance Finance and Risk
20	Rating units in common ownership – decision on two or more rating units to be treated as one rating unit	> General Manager Assurance Finance and Risk > Finance Manager > Financial Services Team Leader > Rates Team Leader

Local Government (Rating) Act 2002 continued…		
Clause	**Description**	**Delegate**
27 (5)	Divide rating units - decisions on whether to divide rating units and on the methodology for division for general rate, targeted rate, rateability, or remission	> General Manager Assurance, Finance and Risk > Finance Manager > Financial Services Team Leader > Rates Team Leader
28 (2)	Identify rating unit - whether disclosure of the name of a person is necessary to identify a rating unit	> General Manager Assurance, Finance and Risk > Finance Manager > Financial Services Team Leader > Rates Team Leader
28 (3)	Rating database information copy fee - to determine the fee for supplying copies of information from the rating information database	> General Manager Assurance, Finance and Risk > Finance Manager > Financial Services Team Leader
29	Objections to Rating Information database - to determine objections to the rating information database	> General Manager Assurance, Finance and Risk > Finance Manager > Financial Services Team Leader
35 (b)	Names – Rating Information database - to remove names from the rating information database	> General Manager Assurance, Finance and Risk > Finance Manager > Financial Services Team Leader > Rates Team Leader

Local Government (Rating) Act 2002 continued…		
Clause	**Description**	**Delegate**
39	Objections – Rates records - to determine objections to rates records	> General Manager Assurance, Finance and Risk > Finance Manager > Financial Services Team Leader
40	Correction of errors - to correct errors in the rating information database and rating records	> General Manager Assurance, Finance and Risk > Finance Manager > Financial Services Team Leader
41	Amended assessment if error in rating information database or rates record is corrected	> General Manager Assurance, Finance and Risk > Finance Manager > Financial Services Team Leader > Rates Team Leader
50	Rates invoices - to issue invoices based on previous years rates	> General Manager Assurance, Finance and Risk > Finance Manager
52	Rate payments - determine agreeable method of rate payments	> General Manager Assurance, Finance and Risk > Finance Manager > Financial Services Team Leader > Rates Team Leader > Rates Officer > Finance Officer - Rates
54	Collectable amounts - not to collect small amounts	> General Manager Assurance, Finance and Risk > Finance Manager > Financial Services Team Leader

Local Government (Rating) Act 2002 continued…		
Clause	**Description**	**Delegate**
61 (1)	Collect unpaid rates - to recover unpaid rates from owner & to make arrangements with ratepayers to repay arrears over an acceptable period	> General Manager Assurance, Finance and Risk > Finance Manager > Financial Services Team Leader > Rates Team Leader > Rates Officer > Finance Officer – Rates
62	Recover unpaid rates - to recover unpaid rates from persons other than owners	> General Manager Assurance, Finance and Risk > Finance Manager > Financial Services Team Leader > Rates Team Leader
63	Proceedings for unpaid rates – to commence proceedings for unpaid rates	> General Manager Assurance, Finance and Risk
67	Rating sale – to commence rating sale or lease provisions	> General Manager Assurance, Finance and Risk
72	Rating Sale – to sell or lease rating unit by private treaty	> General Manager Assurance, Finance and Risk
77 - 83	Abandoned land – to sell abandoned land	> General Manager Assurance, Finance and Risk
85	Rates Remission for Land affected by Natural Calamity - the extent of any remission shall be determined by the Council or its delegated officers.	> General Manager Assurance, Finance and Risk > General Manager Planning & Development

Local Government (Rating) Act 2002 continued…		
Clause	**Description**	**Delegate**
90A-90D	Power to write-off rates	> General Manager Assurance, Finance and Risk > Finance Manager
99	Application for Charging Order - to apply for charging orders	> General Manager Assurance, Finance and Risk > Finance Manager
85, 87, 114, 115	Remissions and postponement - To administer remissions and postponement policies.	> General Manager Assurance, Finance and Risk > Finance Manager > Financial Services Team Leader > Rates Team Leader
135	Evidence Provision - To sign documents for Court proceedings.	> General Manager Assurance, Finance and Risk
Schedule 1 & 2	Non-rateability of land - Determining non-rateable land.	> General Manager Assurance, Finance and Risk > Finance Manager > Financial Services Team Leader > Rates Team Leader
All, but only in relation to administrative functions	Administrative functions that do not involve the exercise of a discretion or evaluative judgment (note: this may not be technically required but is included for clarity and the avoidance of doubt).	> All Assurance, Finance and Risk staff

M

Machinery Act 1950		
Section	**Description**	**Delegate**
21A(7)	To inspect and issue a permit for the erection and operation of amusement devices	> Monitoring, Enforcement and Environmental Officer
21A(8)	To cancel any permit to operate any amusement device	> Monitoring, Enforcement and Environmental Officer

N

New Zealand Geographic Board (Nga Pou Taunaha o Aotearoa) Act 2008		
Section	**Description**	**Delegate**
17	Make submissions on a proposal	> Parks & Open Spaces Planning Manager

New Zealand Library Association Act 1939		
Section	**Description**	**Delegate**
5	Power to become a member of the Association	> Libraries Services Manager

O

Ombudsmen Act 1975		
Section	**Description**	**Delegate**
18	Respond to requests from the Office of the Ombudsman	> Associate Counsel

P

Privacy Act 2020		
Section	**Description**	**Delegate**
201	Authority to act as privacy officer	> General Counsel > Chief Information Officer > Stakeholder & Democracy Services Manager > People & Capability Director

Property Law Act 2007		
Section	**Description**	**Delegate**
9	Power to execute or terminate any deed ***Limits on Exercise of Delegation*** > transaction must be within the officer's financial delegation.	> Property Director > Principal Planner Resource Consents > Financial Services Team Leader > Parks & Open Spaces Planning Manager > Senior Planner > Subdivision Planner > General Counsel
25	Power to sign dispositions of interests in land and other property	> Property Director > Principal Planner Resource Consents > Parks & Open Spaces Planning Manager > Financial Services Team Leader > Senior Planner > Subdivision Planner > General Counsel
27	Power to execute contracts of guarantee	> Regulatory Manager > General Manager Property & Infrastructure > Assurance, Finance & Risk - General Manager

Property Law Act 2007 continued…		
Section	**Description**	**Delegate**
28	Power as vendor to cancel an agreement after certain conditions have been complied with ***Limits on Exercise of Delegation*** > transaction must be within the officer's financial delegation.	> Parks & Open Spaces Planning Manager > Property Director
28(4)	Power to re-enter land (excludes use of force)	> Parks & Open Spaces Planning Manager > Property Director
33	Power as purchaser to apply for relief against cancellation	> Parks & Open Spaces Planning Manager > Property Director
37	Power as purchaser to apply for order requiring refund of deposit	> Parks & Open Spaces Planning Manager > Property Director
50	Power to assign things in action	> Assurance, Finance & Risk - General Manager
208	Power to make a short term lease of Council land (not being land vested or administered as reserve) ***Limits on Exercise of Delegation*** > transaction must achieve value for ratepayers; and > transaction must be within the officer's financial delegation.	> Parks & Open Spaces Planning Manager > Property Director

Property Law Act 2007 continued…		
Section	**Description**	**Delegate**
210 and 236	Power to terminate lease	> Parks & Open Spaces Planning Manager > Property Director
228	Power to recover damages from lessor ***Limits on Exercise of Delegation*** > transaction must achieve value for ratepayers; and > transaction must be within the officer's financial delegation	> Parks & Open Spaces Planning Manager > Property Director
234	Power to exercise rights arising from covenants	> Parks & Open Spaces Planning Manager > Property Director
245, 246	Power as lessor to cancel lease for breach of covenants including to pay rent	> Parks & Open Spaces Planning Manager > Property Director
322	Power to apply to a court for relief for wrongly placed structure	> Parks & Open Spaces Planning Manager > Property Director
Schedule 3, Part 1, cl 10	Power as lessee to terminate lease if unable to use premises	> Parks & Open Spaces Planning Manager > Property Director

Property Law Act 2007 continued…		
Section	**Description**	**Delegate**
Schedule 3, Part 1, cl 11	Power as lessor to inspect premises	> Parks & Open Spaces Planning Manager > Property Director

Protected Disclosures (Protection of Whistleblowers) Act 2022		
Section	**Description**	**Delegate**
13	Authority to acknowledge receipt and act under section 13	> Corporate Services General Manager
29(3)	Authority to publish information about the existence of internal procedures and adequate information about how to use the procedures	> Corporate services General Manager

Plumbers, Gasfitters, and Drainlayers Act 2006		
Section	**Description**	**Delegate**
15, 16	To consult with the Minister in relation to certain sanitary plumbing exemptions	> General Manager Property & Infrastructure

Public Bodies Leases Act 1969		
Section	**Description**	**Delegate**
7	Power to grant tenancies or leases within sub-delegated financial limit	> General Manager Property & Infrastructure
8, 9	Leases to be sold by public tender or auction subject to certain conditions requirements of these sections and within sub-delegated financial limit	> General Manager Property & Infrastructure

Public Records Act 2005		
Section	**Description**	**Delegate**
17	Authority to provide for the creation and maintenance of local authority records	> Chief Information Officer > Information and Records Manager > Information and Records Advisor
45, 46	Authority to determine access status of local authority records	> Chief Information Officer > Information and Records Manager > Information and Records Advisor
47	Authority to provide for the public inspection of open access records	> Chief Information Officer > Information and Records Manager > Information and Records Advisor

Public Works Act 1981		
Section	**Description**	**Delegate**
4(6)(b)(ii)	Power to sign notices under this Act	> General Manager Property & Infrastructure
17(1)	Power to enter into an agreement to purchase land for any public work for which the local authority is responsible	> General Manager Property & Infrastructure
18(1)	Duty to serve notice of desire to acquire land and to invite owner of land to sell	> General Manager Property & Infrastructure
18(2)	Power to proceed to take land for public work	> General Manager Property & Infrastructure
18(3), 18(4)	Power to withdraw notice issued under section 18(1) of this Act	> General Manager Property & Infrastructure
18(7)	Proceed to take land under certain circumstances	> General Manager Property & Infrastructure
21	Power to purchase or improve land for granting as compensation ***Limits on Exercise of Delegation*** > transaction must achieve value for ratepayers; > commencement of public work must be approved by Council resolution or be for the purpose of giving effect to an approved Annual Plan or Ten Year Plan; and > transaction must be within the officer's financial delegation.	> General Manager Property & Infrastructure
23(1)(c)	Power to give notice of intention to take land from owner ***Limits on Exercise of Delegation*** > commencement of public work must be approved by Council resolution or be for the purpose of giving effect to an approved Annual Plan or Ten Year Plan; and > Chief Executive must sign notice.	> General Manager Property & Infrastructure

Public Works Act 1981 continued…		
Section	**Description**	**Delegate**
27	Power to enter or to authorise person to enter land for the purposes of section 27(2) of this Act (including taking or removing any natural material for public work)	> General Manager Property & Infrastructure
40(1), (2) and (4)	Power to dispose or not dispose of land declared surplus	> General Manager Property & Infrastructure
42	Power of disposal of land not required for public work when section 40 of this Act does not apply	> General Manager Property & Infrastructure
42(2)	Power to give notice of decision on public sales of land under section 42	> General Manager Property & Infrastructure
49	Power to deal with land held for public work in strata	> General Manager Property & Infrastructure
52(4)	Power to request that land held for one public work be set apart for another public work by notice in the Gazette	> General Manager Property & Infrastructure
63	Power to assess compensation for injurious affection where no land taken	> General Manager Property & Infrastructure
65	Power to assess compensation for land for which no general demand exists	> General Manager Property & Infrastructure
70(1)	Power to offer compensation for estate or interest in land taken ***Limits on Exercise of Delegation*** > Chief Executive must sign offer documentation.	> General Manager Property & Infrastructure
71(7)	Power to decline an application from an owner or occupier to do something on land under section 71(5) of this Act.	> General Manager Property & Infrastructure
73(4), 74(4)	Power to consent as notifying authority to registration of a dealing	> General Manager Property & Infrastructure
75	Power to pay compensation to tenants of residential and business premises	> General Manager Property & Infrastructure

Public Works Act 1981 continued…		
Section	**Description**	**Delegate**
103	Power to grant easements in lieu of compensation	> General Manager Property & Infrastructure
105	Power to grant land as compensation where equivalent land not readily available	> General Manager Property & Infrastructure
107(6)	Power to sign notice of any charge under subsection 4 and any certificate releasing any such charge	> General Manager Property & Infrastructure
107A	Power to grant lease or licence as compensation to lessee or licensee of land taken	> General Manager Property & Infrastructure
114	Power to give written consent for land to be declared road	> General Manager Property & Infrastructure
115(9)	Power to sign certificate of consent or notice of discharge of certificate of consent	> General Manager Property & Infrastructure
133 and 134	Power to require the removal of trees and hedges that interfere with roads or public works and to sign and serve notice of requirement	> General Manager Property & Infrastructure
135	Power to enter onto land to do emergency work on trees and other vegetation to recover costs and expenses of carrying out work	> General Manager Property & Infrastructure > Parks & Open Spaces Planning Manager
224	Power to enter into and carry out agreements to combine with Government in any undertaking of both national and local importance. ***Limits on Exercise of Delegation*** > must be approved in principle by Council resolution or be for the purpose of giving effect to an approved Annual Plan or Ten Year Plan	> General Manager Property & Infrastructure
234	Powers of emergency entry on land to prevent interference or damage to any public work or to carry out public duty	> Infrastructure Delivery & Engineering Manager > Infrastructure Maintenance & Operations Manager

Public Works Act 1981 continued…		
Section	**Description**	**Delegate**
237	Power to consent in writing to excavations near public works	> Infrastructure Delivery & Engineering Manager > Infrastructure Maintenance & Operations Manager
239	Power to remove and dispose of abandoned property from public works land and to give notice of intention to sell or destroy or otherwise dispose of abandoned property	> Infrastructure Delivery & Engineering Manager > Infrastructure Maintenance & Operations Manager

Q

Queenstown Lakes District Activities in Public Places Bylaw 2023		
Clause	**Description**	**Delegate**
9.2-3	Power to establish appropriate terms and conditions for a trading activity, event or organized licensed premises tour	> Economic Development Manager > Monitoring, Enforcement & Environmental Officer > Relationship Manager, Arts and Events > Alcohol Licensing Inspector > Parks Manager > Event and Film Facilitator

Queenstown Lakes District Activities in Public Places Bylaw 2023 continued…		
Clause	**Description**	**Delegate**
10.1	Power to grant permission for a trading activity, event or organized licensed premises tour	> Economic Development Manager > Monitoring, Enforcement & Environmental Officer > Relationship Manager, Arts and Events > Alcohol Licensing Inspector > Parks Manager > Event and Film Facilitator
12.3	The Power to revoke the busker, pop-up stall holder or charity street collector permission, or direct the person to cease the activity, or direct the person to move to a new location	> Monitoring, Enforcement & Environmental Officer
13.1	Power to determine that an event organiser does not require permission under Part 3 of the bylaw	> Relationship Manager Arts and Events > Parks Manager
13.2	Power to impose conditions for an event permission	> Economic Development Manager > Relationship Manager, Arts and Events > Parks Manager > Event and Film Facilitator
15.2	Power to determine a review of an original decision	> Monitoring, Enforcement and Environmental Team Leader > Relationship Manager Arts and Events > Parks Manager
17.2	Power to suspend or cancel a permit under the bylaw	> Monitoring, Enforcement and Environmental Team Leader > Relationship Manager Arts and Events > Parks Manager

Queenstown Lakes District Alcohol-Free Areas in Public Places Bylaw 2018		
Clause	**Description**	**Delegate**
11	Authority to erect signage within public spaces covered by the bylaw to provide information to the public	> Alcohol Licensing Inspector Manager

Queenstown Lakes District Brothel Control Bylaw 2024		
Clause	**Description**	**Delegate**
6.1	Authority to undertake all enforcement powers	> Regulatory Manager > Monitoring, Enforcement and Environmental Officer

Queenstown Lakes District Cemeteries Bylaw 2023		
Clause	**Description**	**Delegate**
7.1(b) 16.8	Power to determine application and/or plans to erect monuments, headstones, or plaques (monumental masonry)	> Parks and Reserves Officer
7.1(b) 16.9	Power to approve the removal of any kerb, headstone, monument, or tablet (monumental masonry)	> Parks Manager
7.1(c)	Power to approve the planting, removal, or maintenance of plants or shrubs	> Parks and Reserves Officer
8.1(a) 12.2	Power to determine and allocate burial and ashes plots	> Parks and Reserves Officer
8.1(a) 12.2	Power to determine application for exclusive rights on burial plots	> Parks and Reserves Officer

Queenstown Lakes District Cemeteries Bylaw 2023 continued…		
Clause	**Description**	**Delegate**
8.1(c) 12.2	Power to determine application for burial warrant and duty to issue warrant	> Parks and Reserves Officer
8.1(e)	Power to determine application for full fees remission / poor persons, still born children and operational service personal	> General Manager Community Services
8.1(j) 11	Power to grant exemption to bylaw for use of vehicles in any Council administered cemetery	> Parks Manager
8.1(l)	Power to partially remit burial charges or other fees for Council administered cemeteries	> Parks Manager
10.5	Power to grant photographic, filming or recording license/permit after consultation with Funeral Director managing the interment in question	> Parks and Reserves Officer
12.1	Power to appoint a Cemeteries Administrator	> Parks Manager
12.2	Power to make requests to the Sexton regarding a new burial of a deceased person or preparation for a new burial	> Parks and Reserves Officer
13.1	Power to appoint a Sexton	> Parks Manager
14.3	Power to determine if an “Out of District” fee is to be applied	> Parks and Reserves Officer
16.9	Power to serve notice to remove items and/or materials	> Parks Manager
17	All enforcement powers	> Regulatory Manager > Parks Manager

Queenstown Lakes District Dog Control Bylaw 2020		
Clause	**Description**	**Delegate**
8	Determine application for keeping of more than 2 on premises	> Regulatory Support, Parking & Animal Control Manager
9	Determine an application for a temporary exemption	> Regulatory Support, Parking & Animal Control Manager

Queenstown Lakes District Integrated Three Waters Bylaw 2020		
Clause	**Description**	**Delegate**
A12	Authority to apply restrictions and prohibitions to the use of a Water Service in an emergency situation	> Infrastructure Operations Manager
A10 B2 C2 D2.1	Authority to determine that Water Services connections are made in accordance with Council's procedure for approved contractors to commission physical connections to Water Services as set out in the Administration Manual	> Manager RM Engineering > Infrastructure Operations Manager
A16.4	Authority to remove roots from a tree on an Occupier's Premises that are causing or are likely to cause damage, interference to the flow, or blockage to a Water Service	> Infrastructure Operations Manager
A16.4 - A16.6 A19.1 – A19.2 B4.2 B9.3 B10.2 B10.10 D11.3	Authority to recover costs	> Infrastructure Operations Manager

Queenstown Lakes District Integrated Three Waters Bylaw 2020 continued…		
Clause	**Description**	**Delegate**
A.19.1	Authority to reduce the flow rate of water or undertake work to address a breach	> Infrastructure Operations Manager
A20	Authority to authorise approved contractors	> Infrastructure Operations Manager
B4.2	Authority to repair a private leak	> Infrastructure Operations Manager
B6.3	Authority to restrict or prohibit the water supply by Public Notice	> Infrastructure Operations Manager
B10.2	Authority to install or require installation of water meters and restrictors	> Infrastructure Operations Manager
B10.9	Authority to replace or recalibrate a faulty meter	> Contracts Engineer (Three Waters)
C7	Power to request provision of, review, and approve a Stormwater Management Plan	> Environmental Advisor > Environmental Manager > Regulatory Manager > Trade Waste Officer
D2.2	Authority to require a private wastewater pipe to be fixed or upgraded	> Regulatory Manager > Infrastructure Operations Manager
E6	Authority to determine application for trade waste consent	> Environmental Advisor > Environmental Manager > Trade Waste Officer

Queenstown Lakes District Integrated Three Waters Bylaw 2020 continued…		
Clause	**Description**	**Delegate**
E8	Authority to provide written approval for the transfer of a trade waste consent	> Environmental Advisor > Environmental Manager > Trade Waste Officer
E9	Authority to suspend or cancel a trade waste consent	> Environmental Advisor > Environmental Manager > Trade Waste Officer
E12	Authority to approve a controlled or conditional trade waste discharge	> Environmental Advisor > Environmental Manager > Trade Waste Officer
E20.i	Authority to remove, close or modify a connection access point to prohibit a trade waste discharge	> Infrastructure Operations Manager > Regulatory Manager

Queenstown Lakes District Navigation Safety Bylaw 2018		
Clause	**Description**	**Delegate**
31	Determine application for a special event	> Warranted Harbourmaster & Deputy Harbourmaster
43	Declare a reserved area and set appropriate conditions	> Warranted Harbourmaster & Deputy Harbourmaster
44	Determine an application for a commercial vessel license	> Warranted Harbourmaster & Deputy Harbourmaster
47	Determine application for a mooring permit	> Property Director
47.5	Power to determine application for transfer of a mooring permit	> Property Director
48	Power to set guidelines	> Property Director > Regulatory Manager
51	Determine application for a speed uplifting	> Warranted Harbourmaster & Deputy Harbourmaster
54	Determine an application for a temporary exemption	> Warranted Harbourmaster & Deputy Harbourmaster
56	Power to amend, suspend or cancel any permit	> Property Director > Warranted Harbourmaster > Monitoring, Enforcement and Environmental Officer
56	Power to issue written warnings	> Property Director > Monitoring, Enforcement & Environmental Officer > Warranted Harbourmaster & Deputy Harbourmaster
56	Power to review any permit	> Property Director > Warranted Harbourmaster & Deputy Harbourmaster

Queenstown Lakes District Traffic and Parking Bylaw 2025		
Clause	**Description**	**Delegate**
6.2	Power to make controls for one-way roads	> Assets & Infrastructure Committee
7.1	Power to make controls for left or right turns and U-turns	> Assets & Infrastructure Committee
8.1	Power to make traffic controls because of size, nature or goods	> Assets & Infrastructure Committee
8.4	Power to issue permits to contractors	> Regulatory Support, Parking & Animal Control Manager > Regulatory Support > Customer Services Manager
8.5	Power to issue permits to events' organisers	> Regulatory Support, Parking & Animal Control Manager > Regulatory Support > Customer Services Manager
9.1	Power to make special vehicle lanes	> Assets & Infrastructure Committee
10.1	Power to regulate the use of cycle paths	> Assets & Infrastructure Committee
11.1	Power to make controls for shared zones	> Assets & Infrastructure Committee
12.1	Power to make controls for shared paths	> Assets & Infrastructure Committee
13.1	Power to make controls for engine braking	> Assets & Infrastructure Committee

Queenstown Lakes District Traffic and Parking Bylaw 2025 continued…		
Clause	**Description**	**Delegate**
14.1	Power to make controls for cruising	> Assets & Infrastructure Committee
15.1	Power to make controls for unformed legal roads	> Assets & Infrastructure Committee
16.1	Power to temporarily restrict the class of vehicles which may use a road or part of a road	> Roading & Contracts Manager
17.1	Power to make controls for stopping, standing and parking	> Assets & Infrastructure Committee
17.2	Power to make, amend and revoke permit or approval system conditions excluding the setting of fees	> Regulatory Support > Customer Services Manager
18.1, 18.2 & 18.3	Power to set restrictions for parking in places and transport stations, including zones	> Assets & Infrastructure Committee
21.1	Power to make controls for residents' parking	> Assets & Infrastructure Committee
22.3	Power to set aside roadway for large passenger service vehicle overnight parking	> Assets & Infrastructure Committee
Part 2 6 - 16	Provision of signs and markings to evidence controls	> Strategy & Infrastructure Planning Manager > Infrastructure Operations Manager > Strategy Planning Manager (Transport) > Roading Operations & Contracts Manager > Senior Asset Engineer

Queenstown Lakes District Traffic and Parking Bylaw 2025 continued…		
Clause	**Description**	**Delegate**
Part 3 17 - 24	All powers, duties and functions as required to enforce	> Parking Technical Advisor > Regulatory Support > Parking Officer
17.2	Power to determine and issue permits or approvals	> Regulatory Support > Customer Services Manager
24.3	Power to issue written consent	> Strategy & Infrastructure Planning Manager > Infrastructure Operations Manager > Strategy Planning Manager (Transport) > Roading Operations & Contracts Manager > Senior Asset Engineer

R

Rates Rebate Act 1973		
Section	**Description**	**Delegate**
5 – 8	Consider applications for rates rebates and refunds, determine whether to grant the applications in accordance with sections 5-7 and apply the rebate/refund if granted	> Assurance, Finance & Risk General Manager > Finance Manager > Financial Services Team Leader > Rates Team Leader > Rates Officer > Finance Officer - Rates
9	Apply to secretary of local government for refund of rebates granted	> General Manager Assurance, Finance & Risk > Finance Manager > Financial Services Team Leader > Rates Team Leader
11A	Seek advice from the Secretary of local government	> General Manager Assurance, Finance & Risk > Finance Manager
13	Take any declarations required for the purposes of this Act.	> Customer Service Manager > Customer Service Officer > Rates Team Leader > Rates Officer > Finance Officer - Rates

Rating Valuations Act 1998		
Section	**Description**	**Delegate**
7	To prepare and maintain district valuation roll	> General Manager Assurance, Finance & Risk > Finance Manager > Financial Services Team Leader > Rates Team Leader > Rates Officer > Finance Officer - Rates
8	Appoint person or body to undertake valuation services and notify Valuer-General of person or body undertaking valuations services for the Council	> General Manager Assurance, Finance & Risk > Finance Manager
9	Undertake general revaluation in accordance with this section	> General Manager Assurance, Finance & Risk > Finance Manager
10	Provide specified information to the Valuer-General	> General Manager Assurance, Finance & Risk > Finance Manager > Financial Services Team Leader > Rates Team Leader
12	Give public notice in accordance with section 12 and provide for public inspection of the district valuation roll	> General Manager Assurance, Finance & Risk > Finance Manager
13	Give notice of general revaluation in accordance with this section	> General Manager Assurance, Finance & Risk > Finance Manager
14 – 17	Exercise powers regarding alterations and new valuations, giving notice, during the currency of a general revaluation	> General Manager Assurance, Finance & Risk > Finance Manager

Rating Valuations Act 1998 continued…		
Section	**Description**	**Delegate**
34	Referring objections to a registered valuer, deciding to alter the valuation or declining to alter the valuation (includes altering the district valuation roll)	> General Manager Assurance, Finance & Risk > Finance Manager > Financial Services Team Leader > Rates Team Leader
35	Giving notice as required	> General Manager Assurance, Finance & Risk > Finance Manager
39	Alter the district valuation roll to give effect to the decision of the Land Valuation Tribunal	> General Manager Assurance, Finance & Risk > Finance Manager > Financial Services Team Leader > Rates Team Leader
41	Provide certified copies of entries in the district valuation roll	> General Manager Assurance, Finance & Risk > Finance Manager
42	Keep and maintain information and documents, and provide to Valuer-General when required	> General Manager Assurance Finance & Risk > Finance Manager > Financial Services Team Leader > Rates Team Leader
43	Enter into agreement with the regional council as to the regional council's annual share of costs.	> General Manager Assurance, Finance & Risk > Finance Manager
45	Provide written authorisation to persons for entry onto private property to carry out valuations	> General Manager Assurance, Finance & Risk > Finance Manager

Reserves Act 1977 *Where Council is acting as an administering body or where reserves are vested in Council*		
Section	**Description**	**Delegate**
8(9)	Power of administering body to appoint rangers	> Parks Service Delivery Manager > Parks Operations - Contracts Manager > Regulatory Manager
38	Power to control, administer and manage any land that is not a reserve	> Parks & Open Spaces Planning Manager
40	To carry out the functions of an administering body as set out in this section	> Parks & Open Spaces Planning Manager
48(1)	Power to grant easements (including for rights of way and telecommunications purposes) where contemplated in an approved reserve management plan	> Parks & Open Spaces Planning Manager
48(1)	Power to vary easements (including for rights of way and telecommunications purposes) where contemplated in an approved reserve management plan and the varied easement will be the same or similar in character, intensity and scale	> Parks & Open Spaces Planning Manager
50	Power to authorise the taking and killing of any specified kind of fauna (excluding indigenous fauna)	> Parks & Open Spaces Planning Manager > Parks Service Delivery Manager
53 – 59, 61, 63, 64, 66 – 68, 71 – 75, 77	Exercise any of the powers of the Council as an administering body under these sections including (without limitation) the power to grant, renew or terminate leases and licences in accordance with the requirements of each section. ***Limits on Exercise of Delegation*** > excludes circumstances where the Council as an administering body is required to obtain the consent or approval of the Minister; and > the exercise of this power must be reported in the Chief Executive report to Council as soon as practicable.	> General Manager Property & Infrastructure > General Manager Community Services > Parks & Open Spaces Planning Manager

Reserves Act 1977 continued… *Where Council is acting as an administering body or where reserves are vested in Council*		
Section	**Description**	**Delegate**
78-80, 84-85A, 88 and 89-92	Exercise any of the powers of the Council as an administering body under these sections	> Parks & Open Spaces Planning Manager
69	Duty (in respect of recreation reserve set apart for racecourse purposes) to prepare and submit the statements and report specified in section 88 of the Act, to the Auditor- General	> General Manager Property & Infrastructure
113 and 114	Power to determine the terms and conditions of leases and licenses on reserves, where such terms and conditions are not inconsistent with the Act	> General Manager Property & Infrastructure > General Manager Community Services > Property Director > Parks & Open Spaces Planning Manager
115	Power to grant or refuse any application for consent to transfer, sublease mortgage or otherwise dispose of any interest in a lease or licence under this Act. This includes the power to impose such conditions considered appropriate to achieve the purpose of the Act. ***Limits on Exercise of Delegation*** > excludes power to grant consent to a lease or licence issued under sections 54(1)(b) or 54(1)(c) unless the transferee or sub lessee is a voluntary organisation whose aims and objectives are similar to those of the lessee or licensee.	> General Manager Property & Infrastructure > General Manager Community Services
119	Duty to give public notice	> Parks & Open Spaces Planning Manager > Parks Officer

Residential Tenancies Act 1986		
Section	**Description**	**Delegate**
13	Power to grant and sign tenancy agreements	> General Manager Property and Infrastructure > Property Director
24 24A	Power to issue rental increases and decreases	> General Manager Property and Infrastructure > Property Director
42A 42B	Power to consent to tenants' request of minor changes for fixtures and fittings	> General Manager Property and Infrastructure > Property Director > Facilities & Fleet Manager
43B	Power to consent to tenant request for assignment of tenancy	> General Manager Property and Infrastructure > Property Director
45B	Power to approve consent of fibre connection request by tenant	> General Manager Property and Infrastructure > Property Director > Facilities & Fleet Manager
46	Power to approve a change of locks request by tenant	> General Manager Property and Infrastructure > Property Director > Facilities & Fleet Manager
51	Power to terminate a tenancy by appropriate notice	> General Manager Property and Infrastructure > Property Director

Residential Tenancies Act 1986 continued…		
Section	**Description**	**Delegate**
55 55AA 55A 56	Power to apply for termination via tenancy tribunal due to non-payment of rent, damage, assault, physical assault, or anti-social behaviour	> General Manager Property and Infrastructure > Property Director
64	Power to apply for a possession order	> General Manager Property and Infrastructure > Property Director
93	Power to appoint a landlord representative to apply and attend the tenancy tribunal Power to appoint a landlord representative to execute and Orders of Tribunal	> General Manager Property and Infrastructure > Property Director

Resource Management Act 1991
For delegations under this Act please refer to the Delegations from Council to Officers under the Resource Management Act 1991 found on page 38 of the delegations register.

S

Sale and Supply of Alcohol Act 2012		
Section	**Description**	**Delegate**
10(2)	Power to charge a fee for a licence that is one class below the class of licence issued **Limits on exercise of delegation** > Delegation may not be exercised where criteria for reduction is not met as per the QLDC Alcohol Licensing Fee Reduction Policy	> Alcohol Licensing Inspector Manager > Regulatory Support, Parking and Animal Control Manager
13-22	Power to apply for on-licenses, off-licenses or special licenses for Council owned venues	> Community Venues Team Leader > Events Coordinator, Venues
64	To issue licences, certificates and authorities (endorsed where appropriate)	> Regulatory Support > Alcohol Licensing Inspectors
64	Confirming that all the requirements imposed by the authority or committee as a condition are met	> Alcohol Licensing Inspectors
66	To keep records of every application filed with the DLC(s) and the decision on the application	> Regulatory Support > Alcohol Licensing Inspectors > The secretary of the DLC
66	To keep a register of licensees to whom special licences have been issued by the committee, recording all prescribed particulars relating to those licenses	> Regulatory Support > Alcohol Licensing Inspectors > The secretary of the DLC
66	To provide extracts from any record or register	> Regulatory Support, Parking & Animal Control Manager > Regulatory Support > Alcohol Licensing Inspectors

Sale and Supply of Alcohol Act 2012 continued…		
Section	**Description**	**Delegate**
67	To certify extracts of registers or records	> Regulatory Manager > Associate Counsel > Legal Counsel
72	To issue duplicate licences or certificates to holders	> Regulatory Support > Alcohol Licensing Inspectors
73	To receive notifications of surrender of licences and certificates	> Regulatory Support > Alcohol Licensing Inspectors
73	To notify the secretary of ARLA of the surrender and record the specified information	> Regulatory Support, Parking & Animal Control Manager > Regulatory Support > Alcohol Licensing Inspectors
102	To give copies of objections to applicants	> Regulatory Support > Alcohol Licensing Inspectors > The secretary of the DLC
103	To give copies of applications and accompanying documents to the Police, Medical Officer of Health and Inspectors	> Regulatory Support > Alcohol Licensing Inspectors > The secretary of the DLC
103	To give copies of any filed reports to applicants	> Regulatory Support > Alcohol Licensing Inspectors

Sale and Supply of Alcohol Act 2012 continued…		
Section	**Description**	**Delegate**
120	To give copies of objections to applicants	> Alcohol Licensing Inspectors and Support > Alcohol Licensing Inspectors > Regulatory Support
120	To give copies of applications and accompanying documents to the police, medical officer of health and the inspectors	> Regulatory Support > Alcohol Licensing Inspectors
120	To give copies of any filed reports to applicants	> Regulatory Support > Alcohol Licensing Inspectors
128	To give copies of objections to applicants	> Regulatory Support > Alcohol Licensing Inspectors > The secretary of the DLC
129	To give copies of applications and accompanying documents to the police, medical officer of health and the inspectors	> Regulatory Support > Alcohol Licensing Inspectors
129	To give copies of any filed reports to applicants	> Regulatory Support > Alcohol Licensing Inspectors
139	To require applicants to attach notices of applications to conspicuous sites etc.	> Alcohol Licensing Inspectors
140(2)	To set the time for the lodging of objections	> Regulatory Manager > Associate Counsel > Legal Counsel
140(4)	To give copies of any special licence objections to applicants	> Regulatory Support > Alcohol Licensing Inspectors > The secretary of the DLC

Sale and Supply of Alcohol Act 2012 continued…		
Section	**Description**	**Delegate**
141	To give copies of applications and accompanying documents to the police, medical officer of health and the inspectors	> Regulatory Support > Alcohol Licensing Inspectors
141	To give copies of any filed reports to applicants	> Regulatory Support > Alcohol Licensing Inspectors
155	To receive copies of appeals of licensing committee decisions	> Regulatory Manager > Associate Counsel > Legal Counsel
155	To send copies of all required documentation related to an appeal to the Secretary of ARLA.	> Regulatory Support, Parking & Animal Control Manager > Regulatory Support > Alcohol Licensing Inspectors
196	Power to exercise all functions of the Secretary of the Queenstown Lakes District Licensing Committee(s)	> Regulatory Manager > Regulatory Support, Parking and Animal Control Manager
197	Power to appoint licensing inspectors, chief licensing inspector	> Regulatory Manager
220	To give copies of new manager's certificate applications and accompanying documents to the Police and the inspectors	> Regulatory Support > Alcohol Licensing Inspectors
220	To give copies of any filed reports to applicants (manager's certificates)	> Regulatory Support > Alcohol Licensing Inspectors

Sale and Supply of Alcohol Act 2012 continued…		
Section	**Description**	**Delegate**
225	To give copies of renewal manager's certificate applications and accompanying documents to the Police and inspectors	> Regulatory Support > Alcohol Licensing Inspectors
283	To send copies of variation, suspension, or cancellation of special licenses to applicant	> Regulatory Support > Alcohol Licensing Inspectors
283	To fix dates for public hearings	> Regulatory Support > Regulatory Manager > Associate Counsel > Legal Counsel
283	To give notice of hearings	> Regulatory Support > Democracy Services Advisor
284	To send copies or orders to the secretary of ARLA	> Regulatory Support > Alcohol Licensing Inspectors

Soil Conservation and Rivers Control Act 1941		
Section	**Description**	**Delegate**
30	Authority to make application to the Minister for grants or loans for soil conservation ***Limits on Exercise of Delegation*** > no application for borrowing may be made unless the Council has made a resolution to that effect; and > the exercise of this delegation must not exceed the transaction limits in the officer's financial delegation	> Parks & Open Spaces Planning Manager > Regulatory Manager > Senior Monitoring, Enforcement & Environmental Officer > Parks Officer

T

Telecommunications Act 2001		
Section	**Description**	**Delegate**
119	Consider the matters that may be considered in setting reasonable conditions for access to Council roads	> General Manager Property & Infrastructure
128 – 131	Exercise powers to deal with trees on road verges interfering with telecommunications networks	> General Manager Property & Infrastructure
135 – 139	Provide network operators with access to roads for lines or wireless networks, set reasonable conditions for access to roads and notify the network operator of those conditions	> General Manager Property & Infrastructure
142 - 145	Provide network operators with access to roads for public telephone cabinets, distribution cabinets, or any other similar appliances, set reasonable conditions and notify the network operator of those conditions (2)	> General Manager Property & Infrastructure

Trespass Act 1980		
Section	**Description**	**Delegate**
3	Power to warn a trespasser to leave any land or building owned or administered by Council	> Property Director > Facilities & Fleet Manager > Regulatory Manager > Monitoring, Enforcement and Environmental Team Leader > Sport & Recreation Manager > Queenstown Events Centre Operations Manager > Recreation Centre Manager Wanaka > Paetara Aspiring Central Manager > Director People & Capability > Health & Safety Manager > Parks Manager > Parks Officer > District Librarian > Branch Library Manager > Managing Director Security Service Contractor > General Manager Security Service Contractor

Trespass Act 1980 continued…		
Section	**Description**	**Delegate**
4(1)	Power to warn the trespasser to stay off land or building owned or administered by Council either at the time of the trespass or within a reasonable time after the trespass	> Property Director > Facilities & Fleet Manager > Regulatory Manager > Monitoring, Enforcement and Environmental Team Leader > Sport & Recreation Manager > Queenstown Events Centre Operations Manager > Recreation Centre Manager Wanaka > Paetara Aspiring Central Manager > Director People & Capability > Health & Safety Manager > Parks Manager > Parks Officer > District Librarian > Branch Library Manager > Managing Director Security Service Contractor > General Manager Security Service Contractor

Trespass Act 1980 continued…		
Section	**Description**	**Delegate**
4(2)	Power to warn any person to stay off land owned or administered by Council where there is reasonable cause to suspect that the person is likely to trespass on the property	> Property Director > Facilities & Fleet Manager > Regulatory Manager > Monitoring, Enforcement and Environmental Team Leader > Sport & Recreation Manager > Queenstown Events Centre Operations Manager > Recreation Centre Manager Wanaka > Paetara Aspiring Central Manager > Director People & Capability > Health & Safety Manager > Parks Manager > Parks Officer > District Librarian > Branch Library Manager > Managing Director Security Service Contractor > General Manager Security Service Contractor

Trespass Act 1980 continued…		
Section	**Description**	**Delegate**
5	Power to deliver written warning to person to stay off specific land or building owned or administered by Council	> Property Director > Facilities & Fleet Manager > Regulatory Manager > Monitoring, Enforcement and Environmental Team Leader > Sport & Recreation Manager > Queenstown Events Centre Operations Manager > Recreation Centre Manager Wanaka > Paetara Aspiring Central Manager > Director People & Capability > Health & Safety Manager > Parks Manager > Parks Officer > District Librarian > Branch Library Manager > Managing Director Security Service Contractor > General Manager Security Service Contractor

U

Unit Titles Act 2010		
Section	**Description**	**Delegate**
25, 32	Authority to issue statement of compliance and to give a certificate in respect of any unit plan under section 32(2)(a).	> Team Leader - Subdivisions > Senior Subdivision Officer > Principal Subdivisions Engineer
35	Authority to refuse to give a certificate	> Team Leader - Subdivisions > Senior Subdivision Officer > Principal Subdivisions Engineer

W

Walking Access Act 2008		
Section	**Description**	**Delegate**
21	Power to provide written consent to declaration of walkway over land held by Council as recreation reserve. Includes the power to specify any conditions when providing consent.	> General Manager Community Services
23, 30	Power to make a submission to the New Zealand Walking Access Commission for the purpose of naming a walkway	> Parks & Open Spaces Planning Manager
37	Where Council is the controlling authority, carry out the functions and powers of a controlling authority except for the power to set charges under section 37(3)	> Parks & Open Spaces Planning Manager > Parks Officer
38	Close walkways in accordance with this section, and give the required notice to the public and Commission.	> Parks & Open Spaces Planning Manager > Parks Service Delivery Manager > Parks Officer

Walking Access Act 2008 continued…		
Section	**Description**	**Delegate**
39	Give public notice of closed walkway	> Parks & Open Spaces Planning Manager > Parks Service Delivery Manager > Parks Officer
43	Recommend the appointment of council officers as enforcement officers to the Commission	> Parks & Open Spaces Planning Manager > Parks Service Delivery Manager > Parks Officer

Waste Minimisation Act 2008		
Section	**Description**	**Delegate**
26, 27	Impose levy on waste disposed of at disposal facility at prescribed rate	> Operations & Contracts Manager (Solid Waste)
28	Requirement for operator of disposal facility to pay levy to levy collector	> Operations & Contracts Manager (Solid Waste)
51	Gather information required for waste assessment	> Operations & Contracts Manager (Solid Waste)
52	Authority for territorial authority to undertake or contract for any waste management and minimisation service, facility or activity and to charge fees associated, in accordance with this section	> Operations & Contracts Manager (Solid Waste)
53	Authority to sell any marketable product resulting from any activity or service of the Council carried out under Part 4 of the Act (with proceeds to be applied to implementation of waste minimisation and management plan)	> Operations & Contracts Manager (Solid Waste)
54	Provide a service that collects waste promptly, efficiently and at regular intervals.	> Operations & Contracts Manager (Solid Waste)

Waste Minimisation Act 2008 continued…		
Section	**Description**	**Delegate**
55	Comply with any notice issued by a Health Protection Officer or give notice / directions to person providing waste collection service.	> Operations & Contracts Manager (Solid Waste)
66, 71	Authority to enforce provisions of bylaw and bring proceedings	> Regulatory Manager
73, 74	Authority to initiate proceedings for infringement offences and to issue and serve infringement notices	> Monitoring, Enforcement & Environmental Officer
76	Appoint any person to be an enforcement officer.	> Regulatory Manager
84	Authority to decide whether or not to return seized and impounded property.	> Monitoring, Enforcement & Environmental Officer
85	Authority to dispose of seized and impounded property in accordance with this section	> Monitoring, Enforcement & Environmental Officer

Water Services Act 2021		
Section	**Description**	**Delegate**
21(2)	To take any actions required under this subsection where there is a reasonable likelihood that QLDC's drinking water is or may be unsafe	> Infrastructure Operations Manager
21(2)(b)	Authority to notify Taumata Arowai that drinking water may be unsafe	> Senior Infrastructure Compliance Advisor
22(2)	To take any actions required under this subsection where QLDC's drinking water does not comply with the drinking water standards	> Infrastructure Operations Manager
22(2)(b)	Authority to notify Taumata Arowai of non-compliance with drinking water standards	> Senior Infrastructure Compliance Advisor
25	Authority to make decisions about the restricting or interrupting supply in accordance with section 25	> Infrastructure Operations Manager

Water Services Act 2021 continued…		
Section	**Description**	**Delegate**
26	Authority to make notifications required under section 26	> Senior Infrastructure Compliance Advisor
27(2)	Authority to install a backflow prevention device and get reimbursed from the owner of the premise for the cost of installation, maintenance and ongoing testing of the device, or require an owner of premises to install, maintain and test a backflow prevention device	> Operations and Contracts Manager (Three Waters) > Senior Infrastructure Compliance Advisor
30	Authority to prepare, lodge, and implement a drinking water safety plan in accordance with this section	> Senior Infrastructure Compliance Advisor
35	Authority to take any of the actions in relation to a notifiable risk or hazard under this section	> Infrastructure Operations Manager
36	Authority to make notifications required under this section	> General Manager Property and Infrastructure
43	Authority to approve a source water risk management plan	> Infrastructure Operations Manager
54	Authority to register drinking water supply	> Senior Infrastructure Compliance Advisor
56	Authority to apply for a renewal of registration of a drinking water supply, authority to notify Taumata Arowai of any changes to information provided	> Category E Advisor
139	Authority to approve a risk management plan for the wastewater network, and provide the draft and final risk management plan to Taumata Arowai	> Infrastructure Operations Manager

Wild Animal Control Act 1977		
Section	**Description**	**Delegate**
12	Power to respond to Director-General on consultation on the farming of specified wild animals	> Parks & Open Spaces Planning Manager > Parks Service Delivery Manager > Parks Officer > Regulatory Support, Parking & Animal Control Manager
30	Apply funds to destroy wild animals	> Parks & Open Spaces Planning Manager > Parks Service Delivery Manager > Parks Officer > Regulatory Support, Parking & Animal Control Manager
30	Exercise of powers to destroy wild animals with prior consent of Minister of Conservation	> Parks & Open Spaces Planning Manager > Parks Service Delivery Manager > Parks Officer
31	Submit plan to Minister of Conservation for approval of destruction of wild animals	> Parks & Open Spaces Planning Manager > Parks Service Delivery Manager

Wildlife Act 1953		
Section	**Description**	**Delegate**
61	Power to authorise a person to demand person on Council controlled land to produce hunting license or provide details	> Parks & Open Spaces Planning Manager > Parks Service Delivery Manager > Parks Officer

Sub-Delegations Non-Statutory

Miscellaneous or Administrative Delegations	
Description	**Delegate**
Execute employment documentation including vacancy authorisations; making and confirming employment offer, execution of contracts of employment ***Limits on Exercise of Delegation*** > May only be exercised for roles at or below Tier 3	> General Manager Corporate Services > General Manager Property & > Infrastructure > General Manager Community Services > General Manager Assurance, Finance & Risk > General Manager Planning & Development
Execute employment documentation including vacancy authorisations; making and confirming employment offer, execution of contracts of employment ***Limits on Exercise of Delegation*** > May only be exercised for roles at or below Tier 5	> Sports & Recreation Manager
Power to make or authorise the making of any corrections of typographical errors in any document, record, register or instrument of Council (includes the power to correct errors of omission)	> Associate Counsel > Records Advisor > Rates Team Leader
Power to make minor amendments to any document, record register or instrument of Council (includes the power to correct errors of omission) ***Limits on Exercise of Delegation*** > This delegation may only be exercised where necessary to give effect to resolutions of Council	> General Manager Corporate Services
Authority to request criminal conviction record of a defendant	> Associate Counsel

Miscellaneous Sub-Delegations

The following outlines the sub-delegation of the Chief Executive Delegations to Council Officers or External Contractors.

The job titles of the positions outlined below may change. As such the delegation is being given to the person with responsibilities normally attributable to a person in the position outlined. For example, if a decision is delegated to General Manager Property and Infrastructure and that position changes to General Manager Parks and Infrastructure (or another person is acting in that role) the delegations will not require amendment as the responsibilities of the person in the new job title remain the same in relation to Infrastructure related matters.

** Denotes a decision that will be rarely required*

#	Subject of a Decision / Power being exercised	When Affecting Parks or Reserves	When Affecting Roads Reserves or Infrastructure	When Affecting Council Freehold Land
1	**Permits less than 6 days** > > eg. Access, temporary use, drone flights	> General Manager Community Services > Parks Manager > Parks Service Delivery Manager > > Parks Planner	> General Manager Property & Infrastructure > Infrastructure Delivery and Engineering Manager > Roading Operations and Contract Manager >	> General Manager Property & Infrastructure > Property Director > > Property Advisory Manager
2	**Affected Party Approval (APA) - private development encroaching on Council Land (temporary encroachment)**	> General Manager Community Services > Team Leader Parks Planning > Parks Service Delivery Manager	> General Manager Property & Infrastructure > General Manager Planning & Development	> General Manager Property & Infrastructure > Property Director
3	**Affected Party Approval (APA) - private development adjoining Council Reserve Land** > eg. setback breach adjoining Rose Douglas Park, recession plane breach adjoining a Council Reserve	> General Manager Community Services > Team Leader Parks Planning > Parks Service Delivery Manager	> * General Manager Property & Infrastructure	> General Manager Property & Infrastructure > Property Director

** Denotes a decision that will be rarely required*

#	Subject of a Decision / Power being exercised	When Affecting Parks or Reserves	When Affecting Roads Reserves or Infrastructure	When Affecting Council Freehold Land
4	**Assignment of leases - no change to permitted lease activity** > eg. Wānaka Kayaks	> General Manager Community Services > Team Leader Parks Planning	> * General Manager Property & Infrastructure > * Property Director	> * General Manager Property & Infrastructure > * Property Director
5	**Lessors approval for works within leased area** > eg. Skyline Glass Box, Queenstown Golf Course Earthworks	> General Manager Community Services > Team Leader Parks Planning	> * General Manager Property & Infrastructure	> General Manager Property & Infrastructure > Property Director
6	**Lease renewal where Council has no discretion** > eg. Arrowtown Scouts	> General Manager Community Services > Team Leader Parks Planning	> * General Manager Property & Infrastructure	> General Manager Property & Infrastructure > Property Director
7	**Granting of Film Permits (48hr standard decision timeframe for straight forward activities)** > eg. Marathon, Car Adverts, Clothing Adverts	> General Manager Community Services > Parks Planning Manager > Parks Planner > Parks Service Delivery Manager	> General Manager Property & Infrastructure > Infrastructure Delivery and Engineering Manager > Roading Operations and Contract Manager	> General Manager Property & Infrastructure > Property Director > Property Advisory Manager
8	**Affected Party Approval (APA) for fireworks** > eg. New Year's Eve, Winter Festival	> General Manager Community Services > Parks & Open Spaces Planning Manager	> * General Manager Property & Infrastructure	> General Manager Property & Infrastructure > Property Director

** Denotes a decision that will be rarely required*

#	Subject of a Decision / Power being exercised	When Affecting Parks or Reserves	When Affecting Roads Reserves or Infrastructure	When Affecting Council Freehold Land
9	**Vesting of land in lieu of development contributions cash pre-approved by resource consent** > Kirimoko, Lakes Edge, Shotover Country	> General Manager Community Services > Parks & Open Spaces Planning Manager	> N/A	> N/A
10	**Jetty or Mooring Permits**	> General Manager Community Services > Resource Consents Manager > Parks & Open Spaces Planning Manager	> General Manager Property & Infrastructure	> General Manager Property & Infrastructure
11	**Affected Party/ Land Owner Approval not related to resource consent** > eg. 50 Reece Crescent re Building Consent Issue (Firewall against a driveway)	> General Manager Community Services > Parks & Open Spaces Planning Manager	> General Manager Property & Infrastructure >	> General Manager Property & Infrastructure > Property Director
12	**Rent reviews where they do comply with policy**	> General Manager Community Services > Team Leader Parks Planning	> * General Manager Property & Infrastructure >	> General Manager Property & Infrastructure > Property Director
13.	**Landowner permission for casual events** (Refer to Event Impact Classification)	> General Manager Community Services > Parks Service Delivery Manager > Parks Planner > Events Coordinator, Sports & Venues > Events Coordinator, Venues	Road closures – see existing Temporary Road Closure (TRC) delegations Events that occupy the road reserve – see existing LTO delegations	> General Manager Property & Infrastructure > Property Director > Property Advisory Manager > Events Coordinator, Sports & Venues > Events Coordinator, Venues

14.	**Landowner permission for minor events** (Refer to Event Impact Classification)	> General Manager Community Services > Parks Service Delivery Manager > Parks Planner > Venues Team Leader	Road closures – see existing Temporary Road Closure (TRC) delegations Events that occupy the road reserve – see existing LTO delegations	> General Manager Property & Infrastructure > Property Director > Property Advisory Manager
15.	**Landowner permission for moderate events** (Refer to Event Impact Classification)	> General Manager Community Services > Parks Manager	Road closures – see existing Temporary Road Closure (TRC) delegations Events that occupy the road reserve – see existing LTO delegations	> General Manager Property & Infrastructure > Property Director
16.	**Landowner permission for significant impact events** (Refer to Event Impact Classification)	> General Manager Community Services	Road closures – see existing Temporary Road Closure (TRC) delegations Events that occupy the road reserve – see existing LTO delegations	> General Manager Property & Infrastructure

Schedule 1

General rules applying to all delegations – Queenstown Lakes District Council

***Note**: The conferring of delegated authority means that the officer may exercise the responsibility, duty or power, but not that he or she should do so (either at all, or in a particular case). Whether or not it is appropriate for an officer to exercise a delegated authority which they have will depend on their job description and instructions in particular circumstances etc. Further, where a delegated responsibility, duty or power may be exercised by an officer in more than one department, those officers will be under the direction of the appropriate departmental managers who will work to minimise any potential conflicts in the exercise of that responsibility, power or duty.*

1. A responsibility, duty or power (other than a financial delegation) delegated to an officer holding a named position or level of authority is also delegated to all officers in a direct line of authority above that officer.
2. A responsibility, duty or power delegated to an officer holding a named position is also delegated to any officer who performs or exercises the same or a substantially similar role or function, whatever the name of his or her position.
3. An officer who is delegated a responsibility, duty or power is also delegated any ancillary responsibilities, duties or powers necessary to give effect to that delegation.
4. Where the description of a delegated legislative function is ambiguous or appears to conflict with the wording of the legislation, the wording of the legislation will prevail.
5. Where a delegation refers to repealed legislation, the reference is to be read as a reference to the legislation that, with or without modification, replaces or corresponds to the repealed legislation.
6. Responsibilities, duties or powers delegated to officers by the Chief Executive may not be sub-delegated. Nor may responsibilities, duties or powers delegated to officers (including the Chief Executive) by the Council under the Resource Management Act 1991 or the Local Government (Rating) Act 2002 be sub-delegated.
7. Unless specifically time-limited, a delegation continues in force until revoked, altered or varied by the delegator or the Council.
8. When an officer is exercising a delegation in an acting capacity, this should be expressly stated.
9. An officer must comply with any conditions (such as financial limits and reporting or other procedural requirements) relevant to the exercise of a delegated authority, and should also comply where required with all applicable Council policies.
10. The following matters cannot be delegated to an officer:
    - the following powers:
        - the power to make a rate;
        - the power to make a bylaw;
        - the power to borrow money, or purchase or dispose of assets, other than in accordance with the long-term plan;
        - the power to adopt a long-term plan, annual plan, or annual report; or
        - the power to appoint a chief executive;

- the power to adopt policies required to be adopted and consulted on under the Local Government Act 2002 in association with the long-term plan or developed for the purpose of the local governance statement; and
- any matter not permitted to be delegated by any other Act (for example the approval of a policy statement or plan under the Resource Management Act 1991); and
- any matter that can only be given effect to by a Council resolution.